SMU Financials
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SMU Financials - Getting Started, Set - Up and Defaults

Logging In and Out of SMU Financials

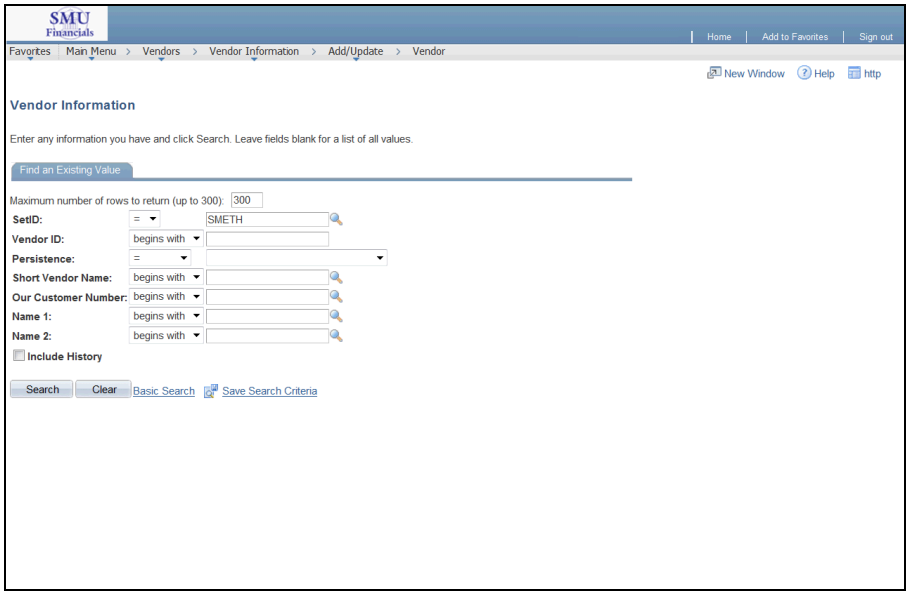
Procedure

Step	Action
1.	Open a web browser session. Enter "**financials.smu.edu**" in the web address bar and press the Enter key.
2.	Enter your SMU ID into the **Login ID** field.
3.	Enter your password in the **Password** field.
4.	Click the **Sign In** button.
5.	When you are ready to exit SMU Financials, click the **Sign out** link.
6.	**End of Procedure.**

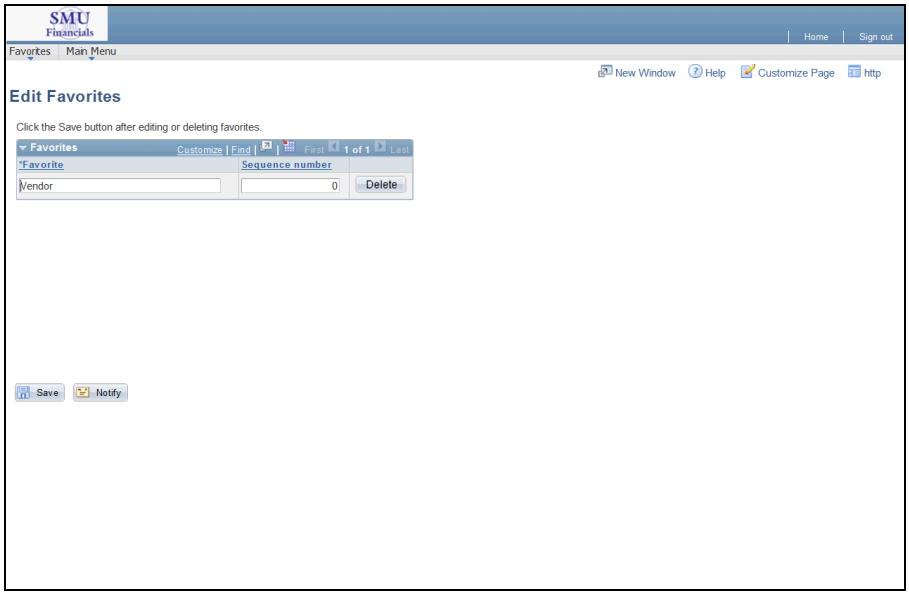
Creating, Deleting and Editing Favorites

Procedure

Favorites in SMU Financials is similar to Favorites that would be retrieved from your Internet browser. The main difference is that these favorites are associated with your ID and can be retrieved on any computer that you log on to SMU Financials.



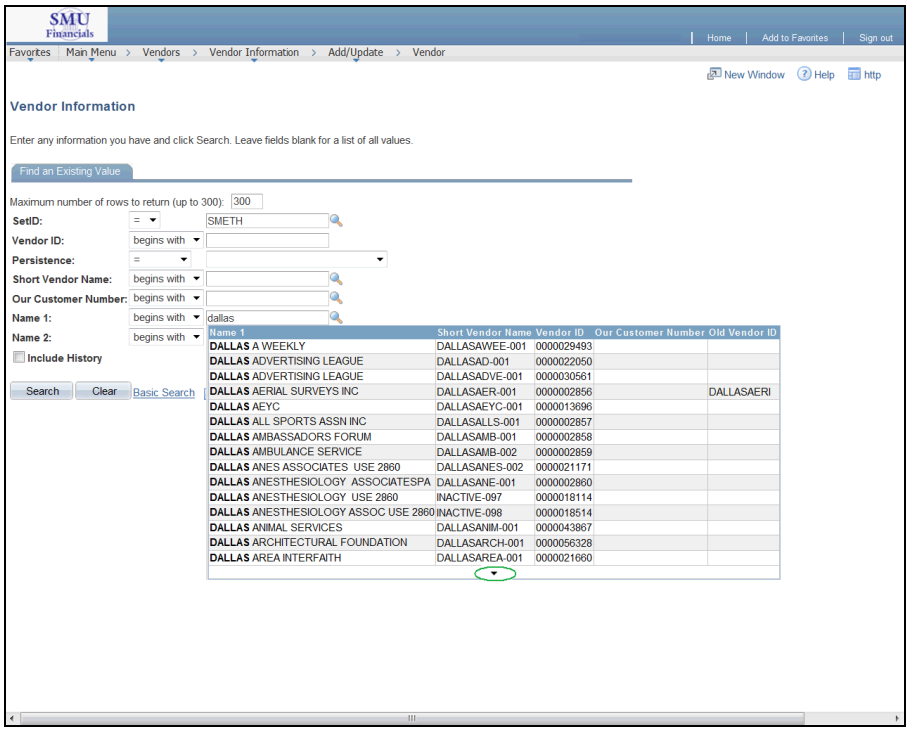
Step	Action
1.	To begin, navigate to the page you want to save as a favorite. Then, click the **Add to Favorites** link. Add to Favorites
2.	A description of the page defaults. Change as needed.
3.	Click the **OK** button. OK
4.	Click the **OK** button. OK
5.	To retrieve a favorite, click the **Favorites** button. Favorites
6.	Pages that you have recently navigated to will display under the **Recently Used** section. Pages that you have marked as a Favorite will display under **My Favorites.**
7.	You can edit Favorites by clicking the **Edit Favorites** option.
8.	To edit the name of your favorite, simply type a new name under the **Favorite** column. By adding a **Sequence number**, you can change the display order that a favorite is listed. (The sequence number begins with 0, 1, 2, 3, etc..) Click **Save** to store changes.



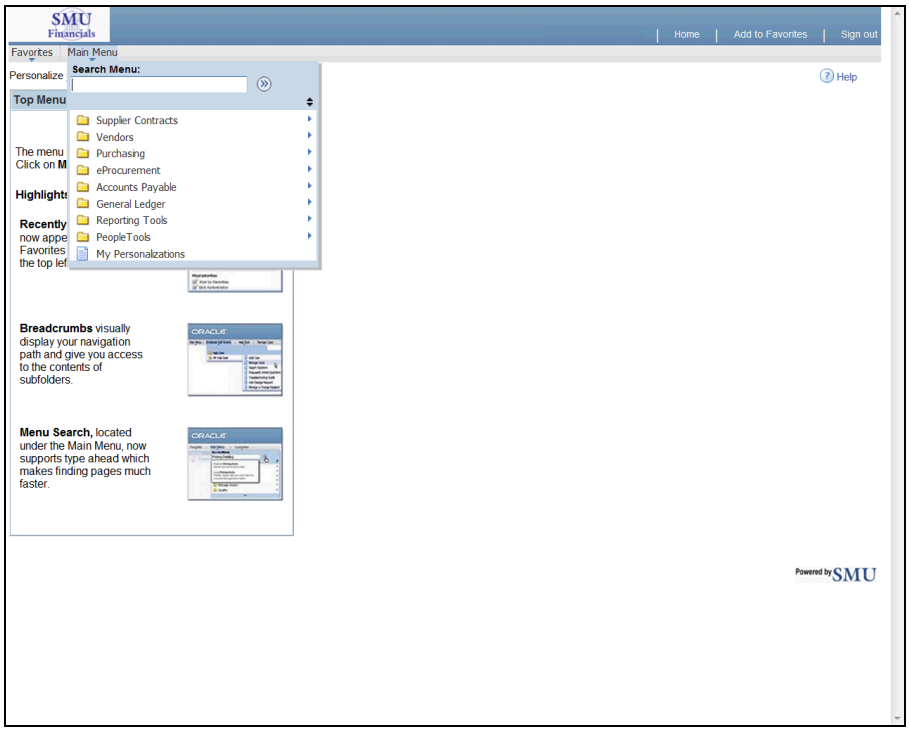
Step	Action
9.	To delete a favorite, click the **Delete** button.
10.	Click the **OK** button.
11.	Click the **Save** button.
12.	**End of Procedure.**

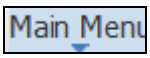
Inactivating the Type Ahead Feature

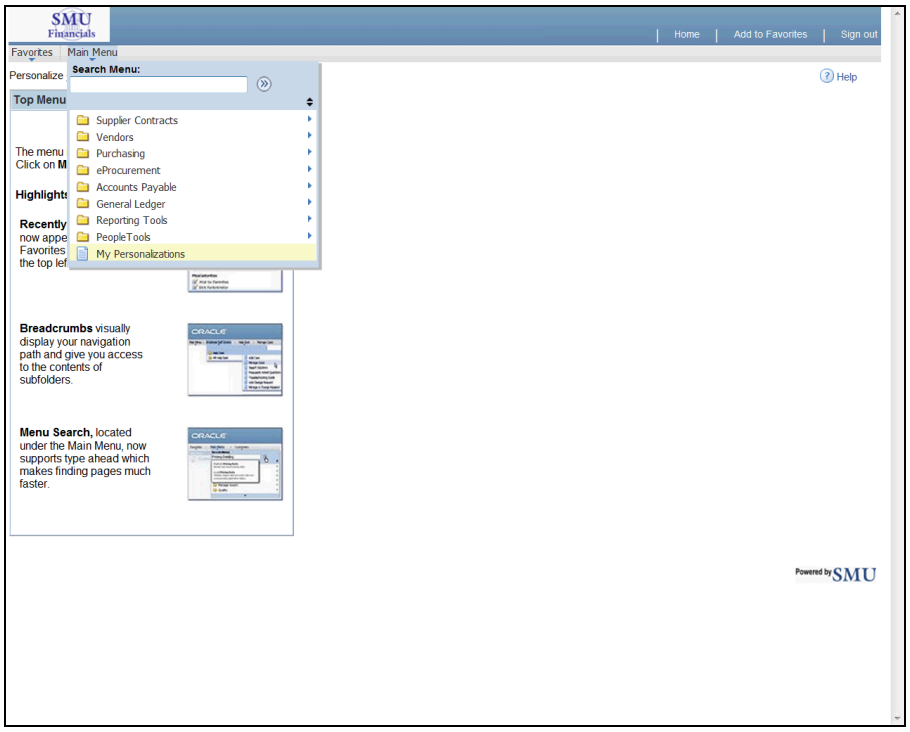
Procedure



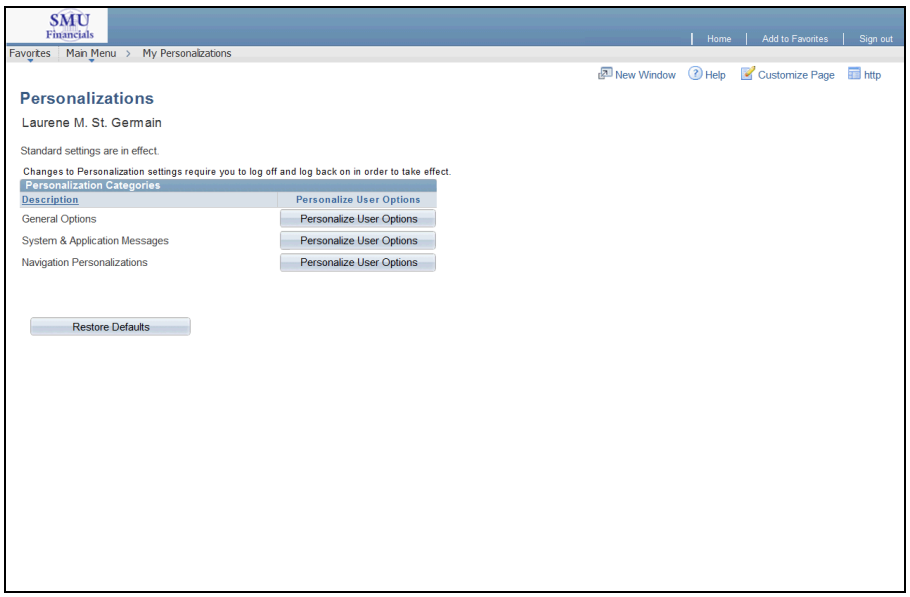
Step	Action
1.	The type ahead feature is automatically enabled for any field with a prompt edit defined for it. The system performs a lookup as you type and suggests appropriate values for a specific field. Included is an example of this from the Vendor Information page. When "dallas" was entered in the **Name 1:** field, 15 vendor rows were suggested. Additional suggestions for this list would be available by hovering over the drop down arrow at the bottom of the list.



Step	Action
2.	Click the **Main Menu** button. 

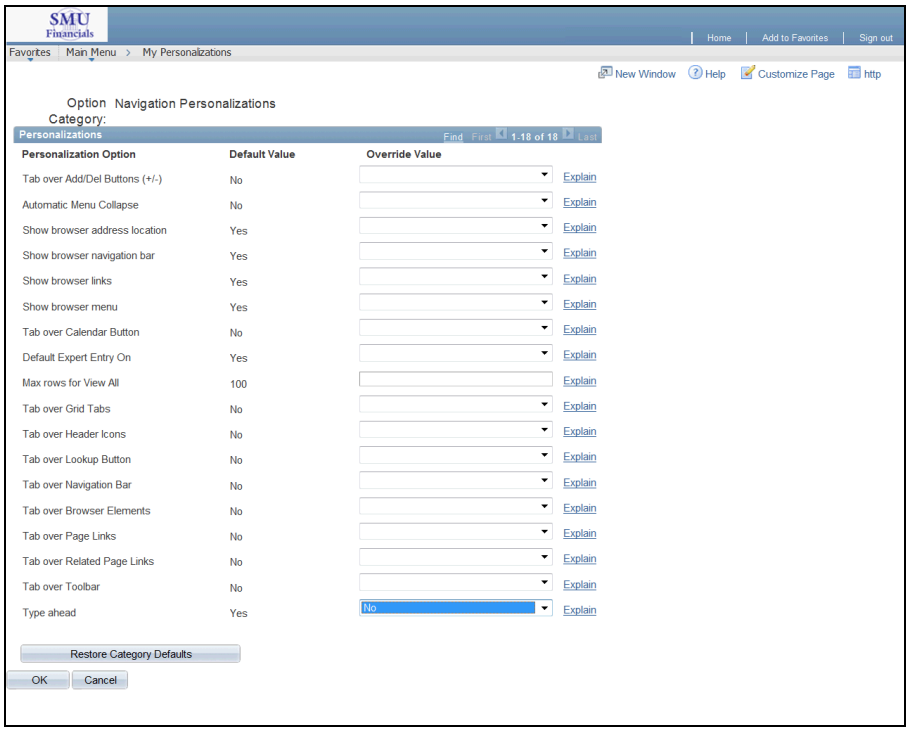


Step	Action
3.	Click the **My Personalizations** menu entry.



Step	Action
4.	Click the **Personalize User Options** button. Personalize User Options

Step	Action
5.	In the **Type Ahead** field, **c**lick the **No** list item. No



Step	Action
6.	Click the **OK** button. OK
7.	The Type Ahead feature has been inactivated. Click the **Return** button. Return
8.	**End of Procedure.**

Searching for Vendors, Vouchers, and Payments

Vendors

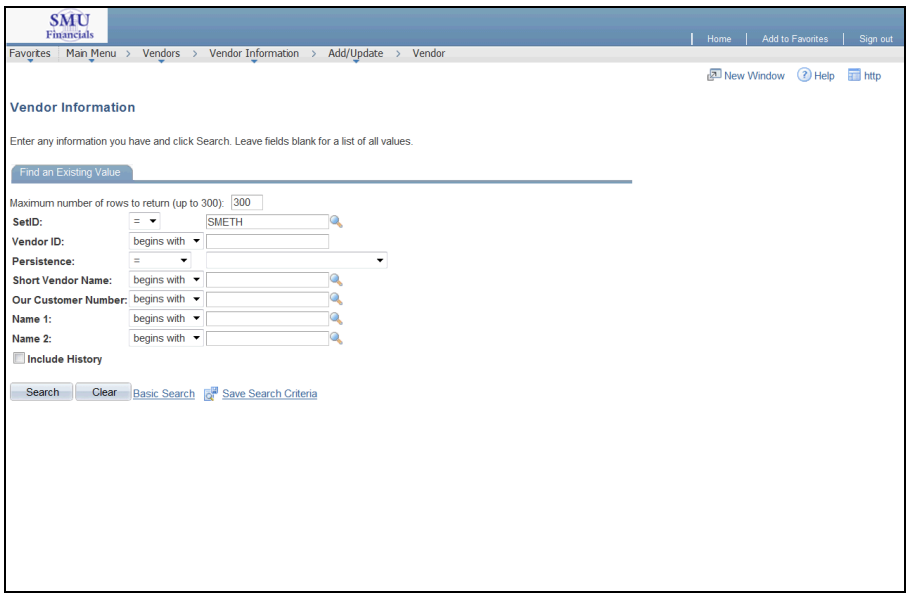
Procedure

SMU Financials will allow you to search for Vendors by Name (**Name 1** field) and **Vendor ID** number.

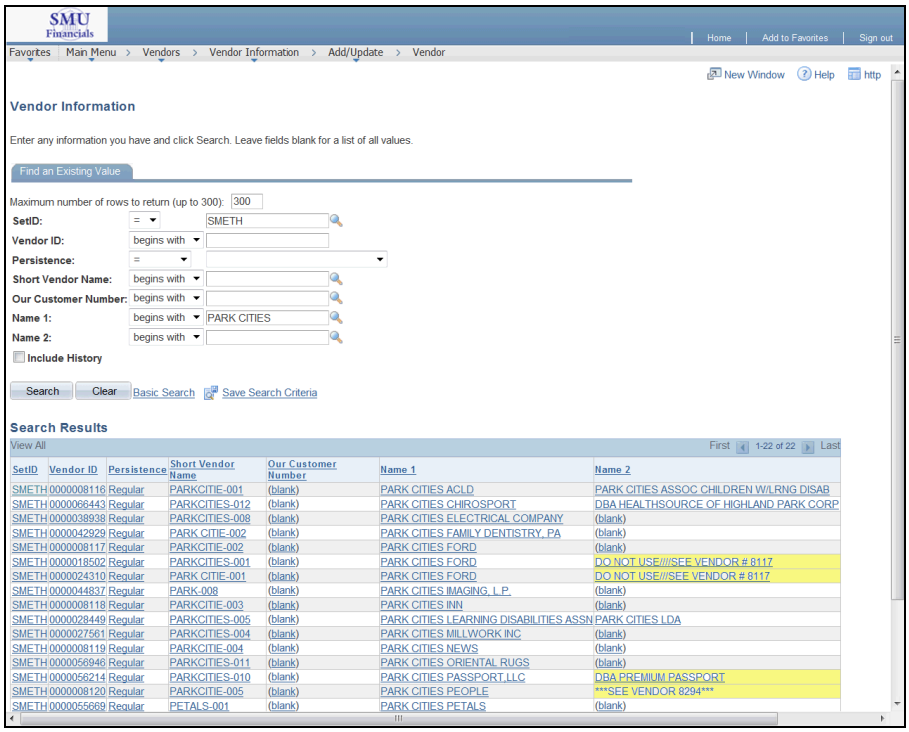
Vendors are not limited to outside companies. For example, an SMU employee who needs to receive reimbursement for business expenses would also be listed as a vendor.

If you cannot find a vendor and have completed a thorough search, please contact the **Accounts Payable Office** for information on the process of working with a new vendor.

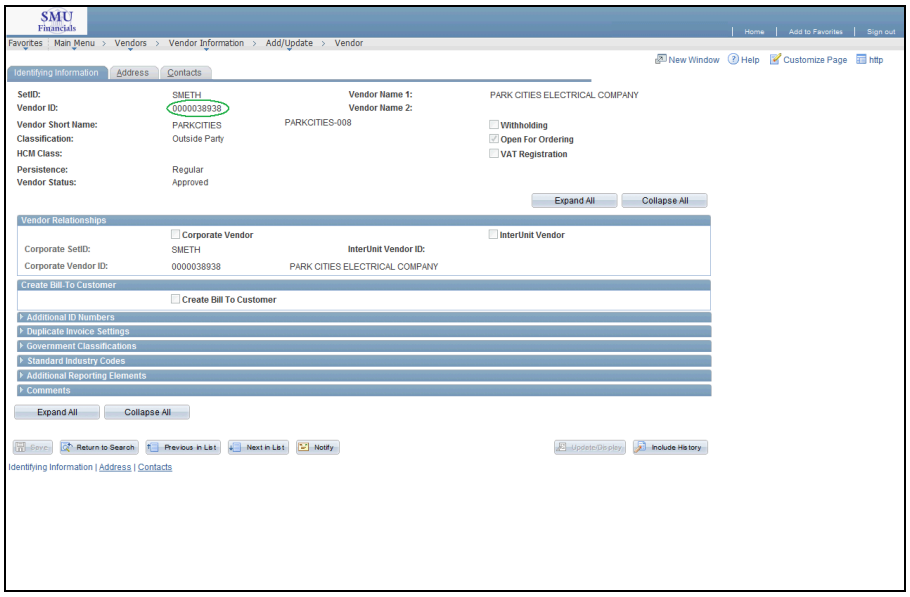
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **Vendors** menu.
3.	Click the **Vendor** link. Vendor
4.	You can search for a Vendor by entering the appropriate criteria in the **Vendor ID** or **Name 1** fields. **Note:** When searching in the **Name 1:** field, filter the criteria if necessary, e.g., "*begins with*" or "*contains*".



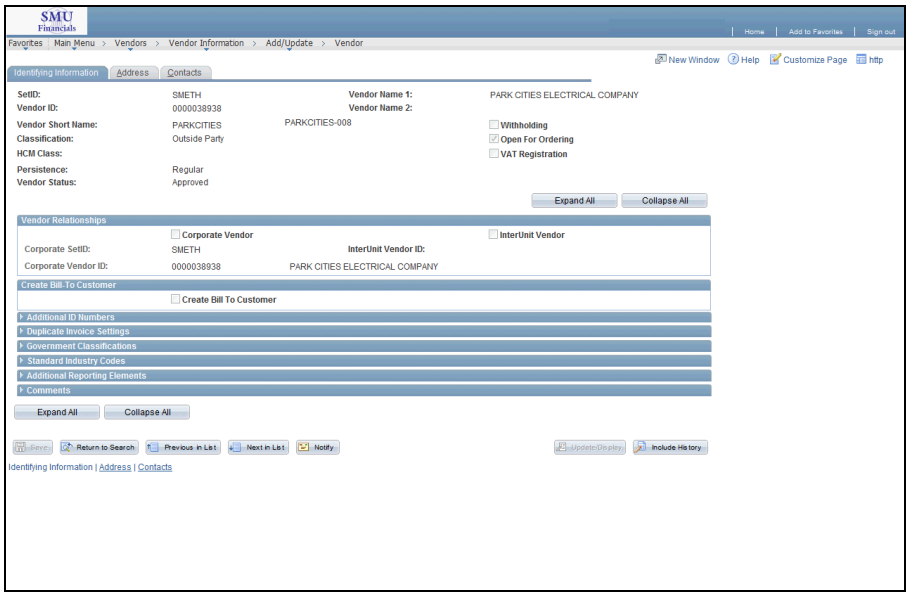
Step	Action
5.	Enter the desired information into the **Name 1** field.
6.	Click the **Search** button. Search



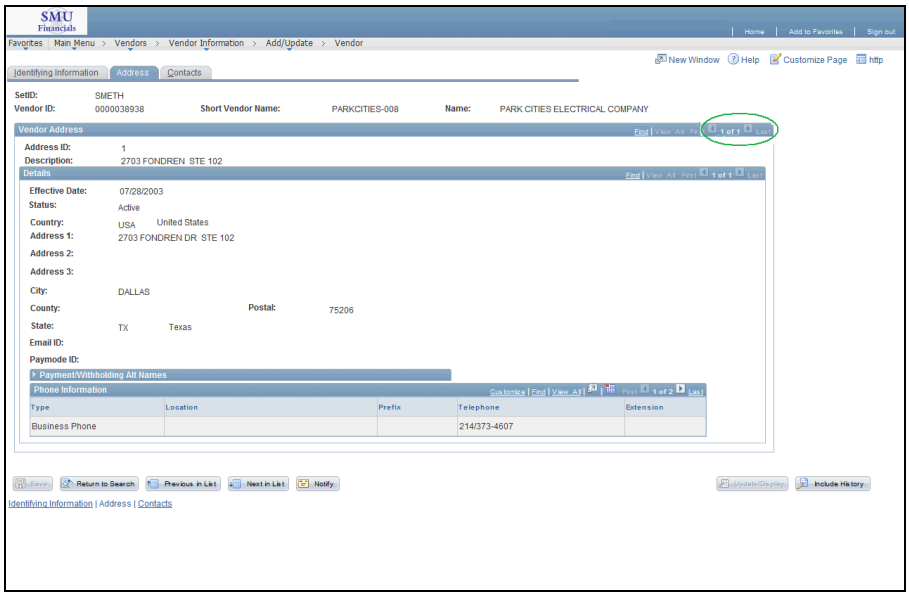
Step	Action
7.	Review your search results carefully. **Note:** The **Name 2** column may contain a pertinent note regarding inactive vendors, how a company may be currently "doing business as", or a reference to a specific vendor number you should be using.
8.	Once you have reviewed the vendor information, select the appropriate vendor link.



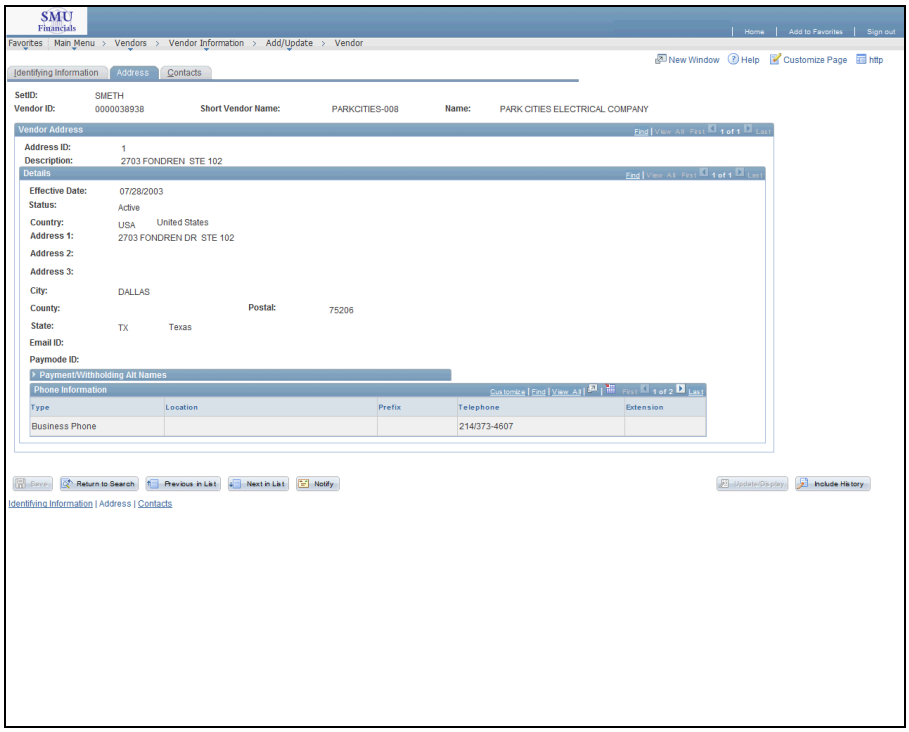
Step	Action
9.	The first tab, **Identifying Information,** displays Vendor ID, Short Name, and Vendor Status.



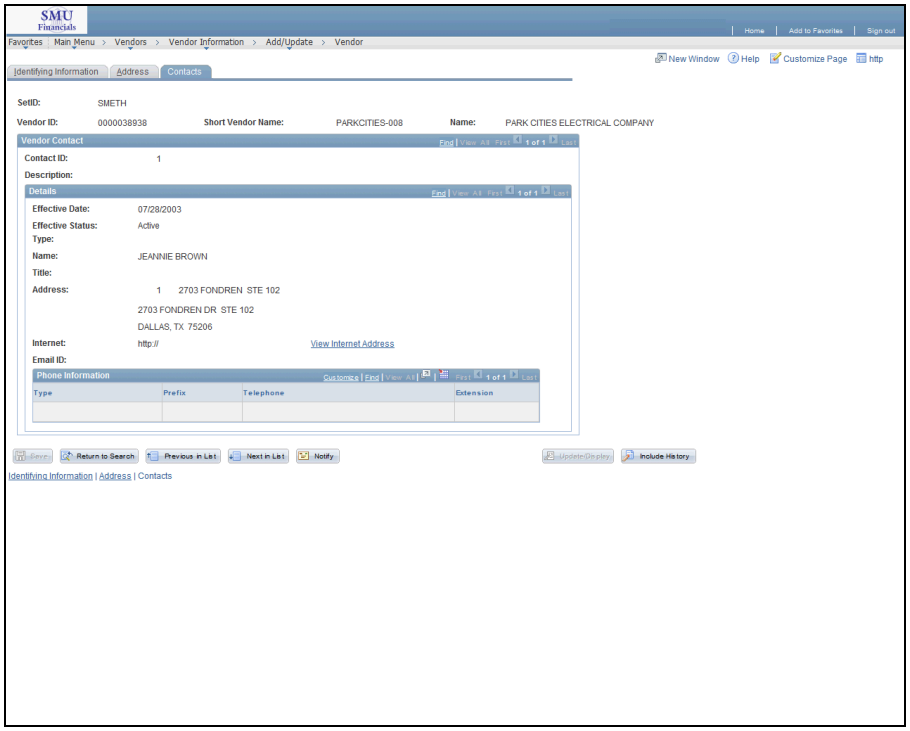
Step	Action
10.	Click the **Address** tab. Address



Step	Action
11.	Use the arrows to view additional addresses if available.



Step	Action
12.	Phone Information is displayed at the bottom of the page. You can toggle between numbers by using the arrow buttons on the right or by selecting to view all which will display a scroll area. Click the **View All** link. View All
13.	A scroll area is now available. Use the vertical scroll arrows to see the multiple phone types.
14.	Click the **Contacts** tab. Contacts

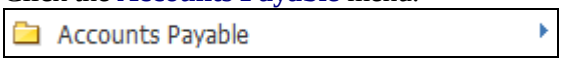
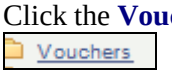


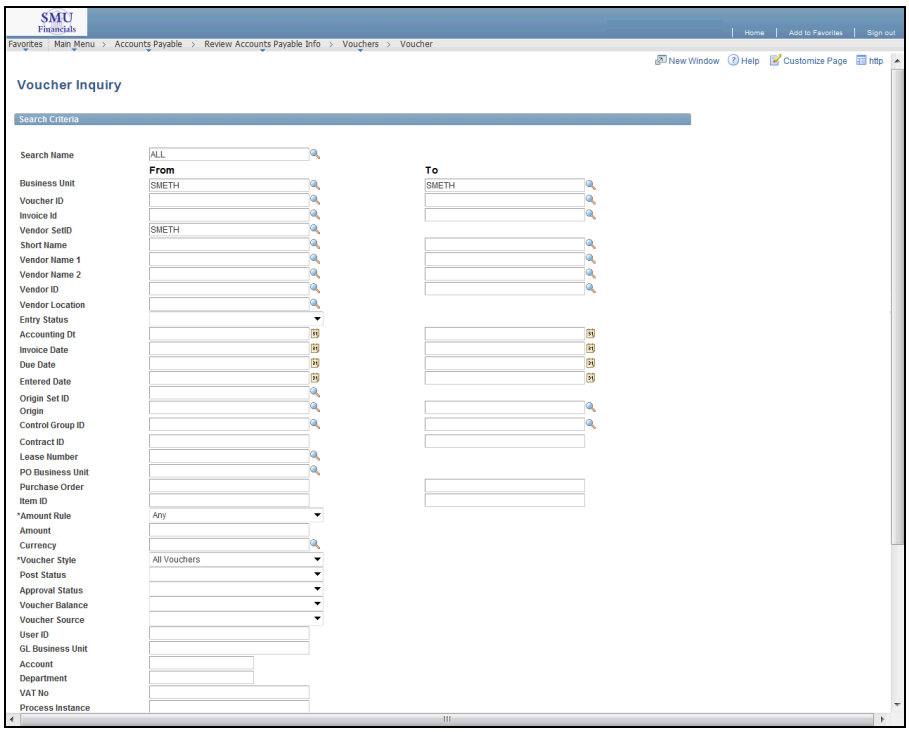
Step	Action
15.	Vendor contacts are displayed if available. Click the **Return to Search** button. Return to Search
16.	**End of Procedure.**

Vouchers

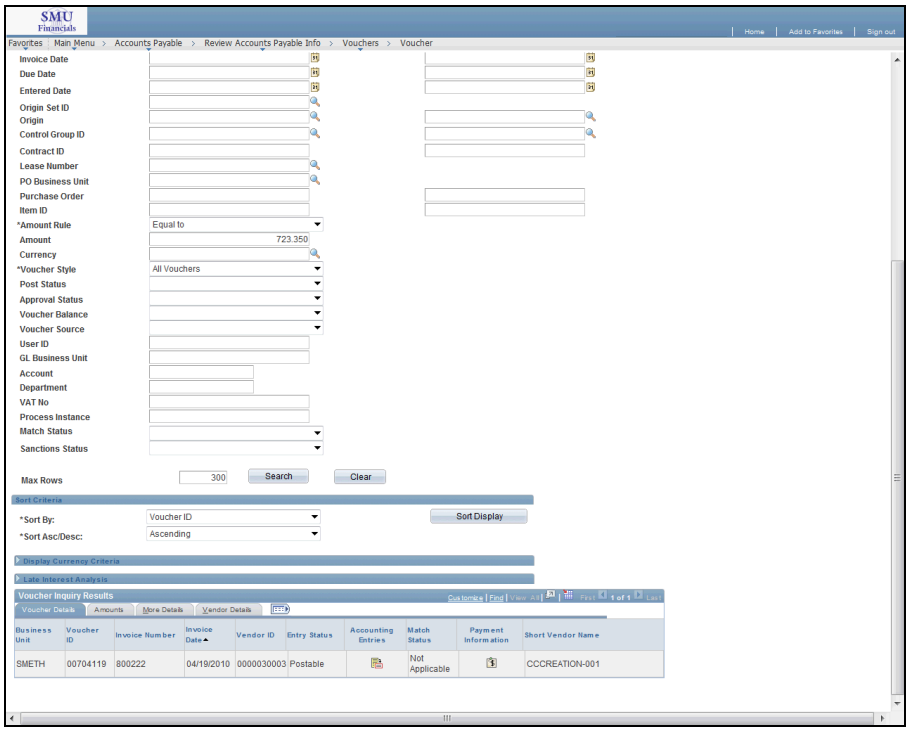
Procedure

You can search for vouchers using a variety of criteria. The most common methods of searching are by entering criteria in the **Vendor Name 1, Vendor ID,** and **Invoice Date** fields.

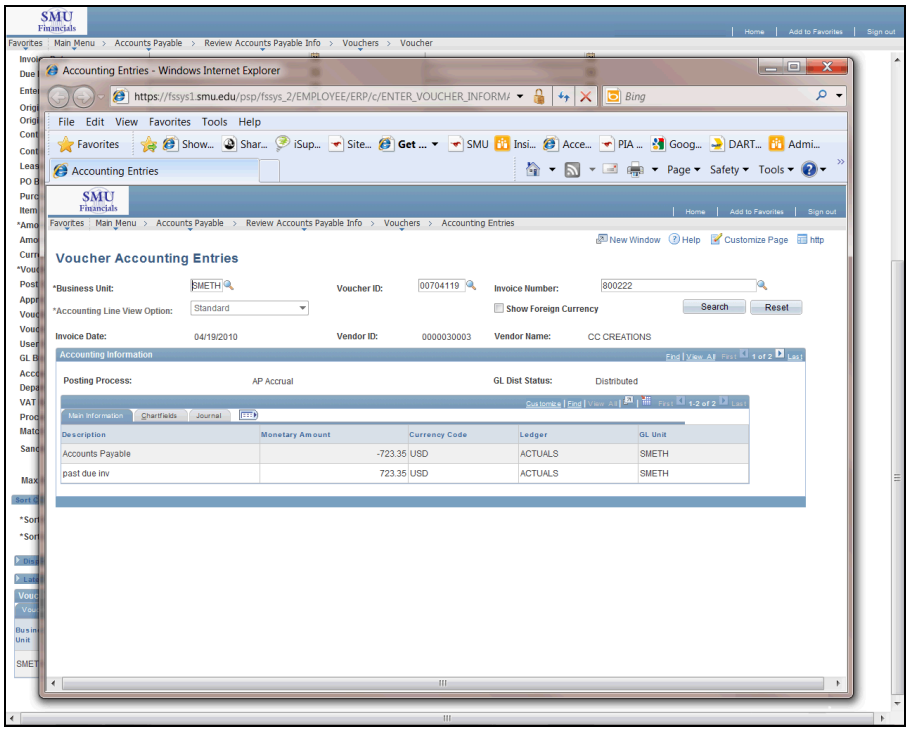
Step	Action
1.	Click the **Main Menu** button.
2.	Click the **Accounts Payable** menu. 
3.	Click the **Vouchers** link. 
4.	Click the **Voucher** link.
5.	Verify "SMETH" is present for **Business Unit** and **Vendor SetID**. Enter 'SMETH' in those two fields if not present.



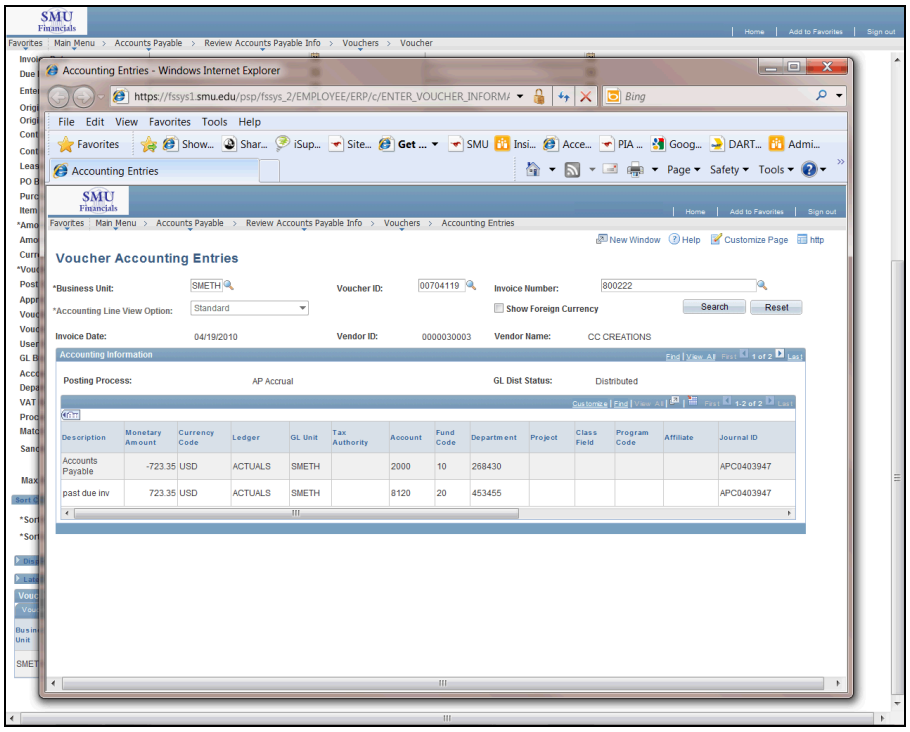
Step	Action
6.	Click the **Look up Vendor Name 1** button.
7.	Enter the desired information into the **begins with** field.
8.	Click the **Look Up** button. Look Up
9.	Select the desired **Vendor** link.
10.	If available, you can narrow down your criteria by entering an **Invoice Date.**
11.	The value "Any" is the default for the **Amount Rule** field**.** Leaving this value will retrieve "any" amount. To search for a specific amount, select **Equal to** from the **Amount** drop down list. (**Note**: If you are changing the value of "Any" you must enter "USD" in the **Currency** field.) Equal to
12.	Enter the desired information into the **Amount** field.
13.	Enter "**USD**" into the currency field.
14.	Click the **Search** button. Search



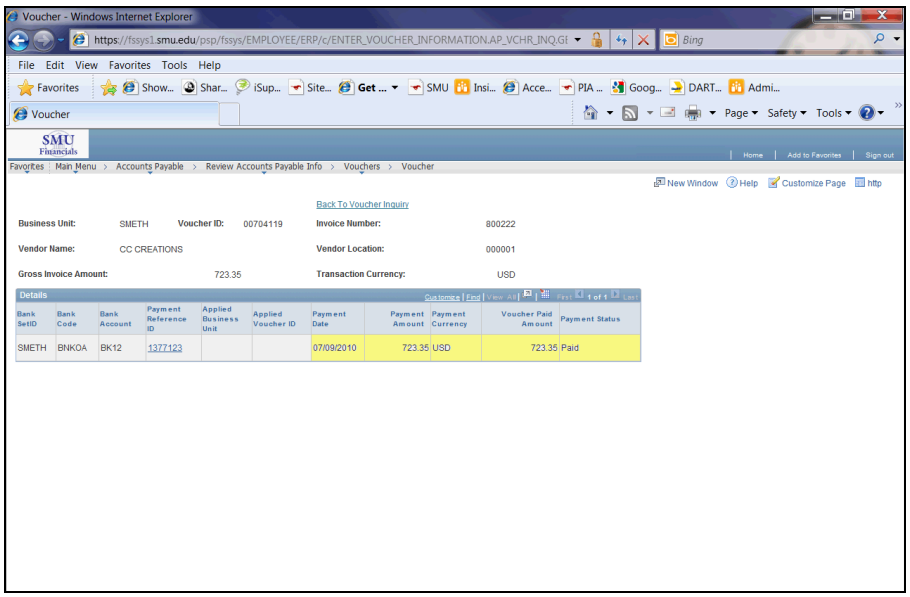
Step	Action
15.	Click the **Accounting Entries** icon.



Step	Action
16.	A new window will open and display more information. Click the **Chartfields** tab to display **Account-Fund-Org** information.
17.	The **Journal** tab provides information on the **Journal Id**, **Journal Date**, and the date the transaction posted to the general ledger (**Accounting Date** field).
18.	Information for all tabs can be expanded into one view. Click the **Show all columns** button.



Step	Action
19.	Click the **Close** button to close the additional window.
20.	Click on the **Payment Information** icon.



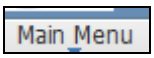
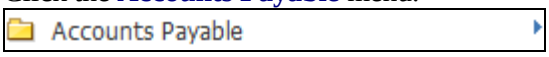
Step	Action
21.	Payment information is available. You can navigate to the **Payment Inquiry** page by selecting the **Payment Reference ID** link. The **Payment Status** will be displayed for you.
22.	**End of Procedure.**

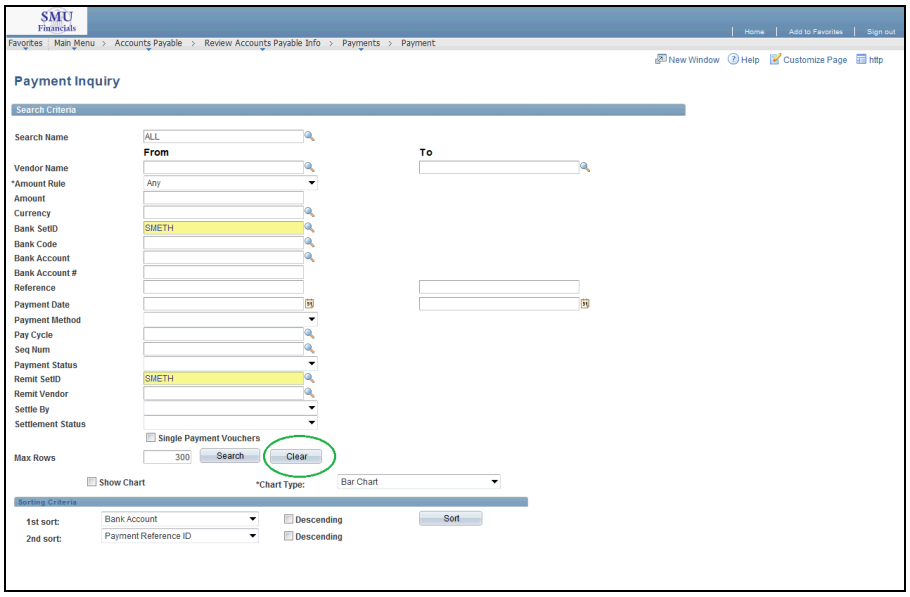
Payments

Procedure

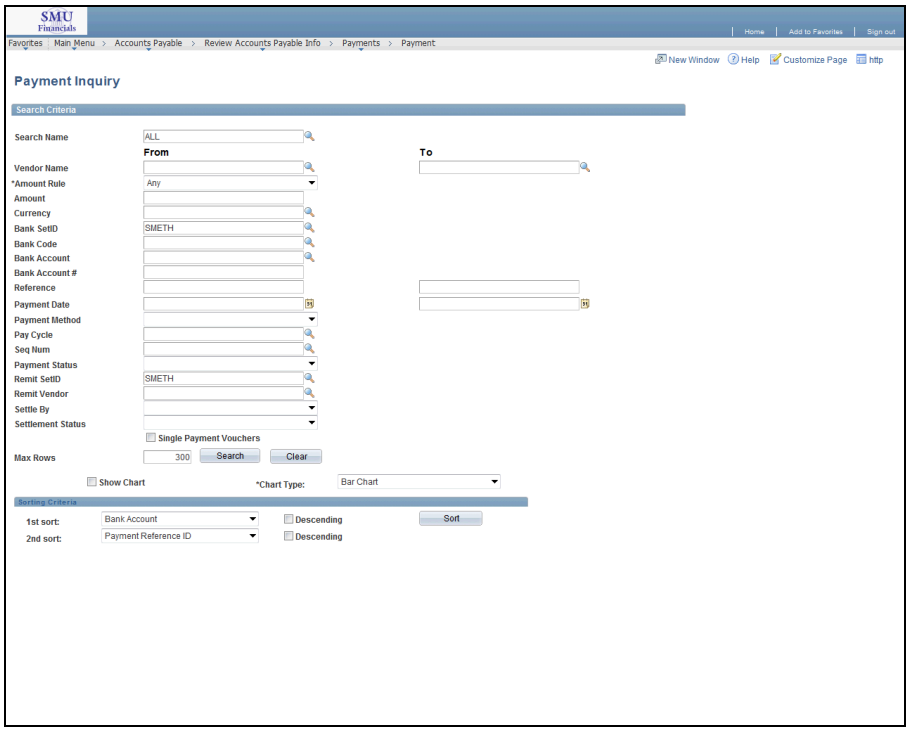
Payments can be found using a variety of criteria in SMU Financials. The easiest way to locate payments is to identify the Vendor Name or Vendor ID and use date ranges (or amounts) to narrow down your search results.

Locating payment information in SMU Financials will identify the reconciliation and posting status of that payment.

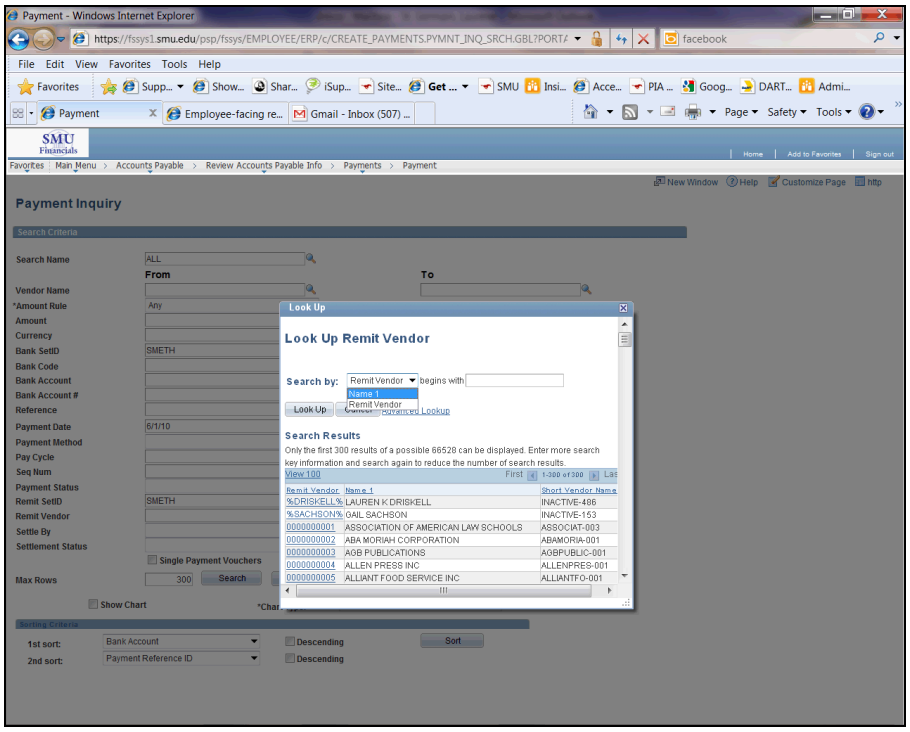
Step	Action
1.	Click the **Main Menu** button. 
2.	Click the **Accounts Payable** menu. 
3.	Click the **Payments** link.
4.	Click the **Payment** link.



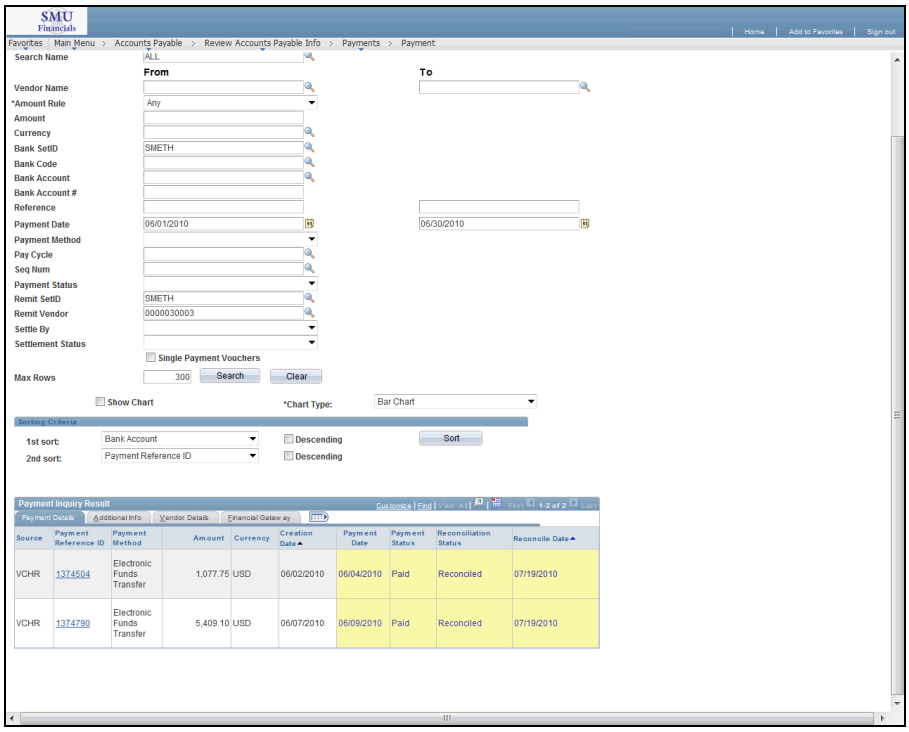
Step	Action
5.	Notice the Payment Inquiry page has "**SMETH**" populated in the **Bank SetID** and **Remit SetID** fields. Should you press the **Clear** button at any point in your search, you will need to repopulate these fields with the value "**SMETH**" in order to return results. **These are required fields.**
6.	You can narrow down your search by entering a specific amount. However, if you are working with a vendor who may also be doing business with another office on campus it is possible that your payment may have been combined with another department's payment. **Note:** The amount field will search for the total amount of payment. This may include multiple payments to one vendor. Accounts Payable generates checks twice a week. When two areas on campus submit a payment voucher to the same vendor they will be combined into one check. To view the Check Run Calendar, visit the Accounts Payable Homepage at http://smu.edu/controller/dept_ap. If desired, enter an amount into the **Amount** field.



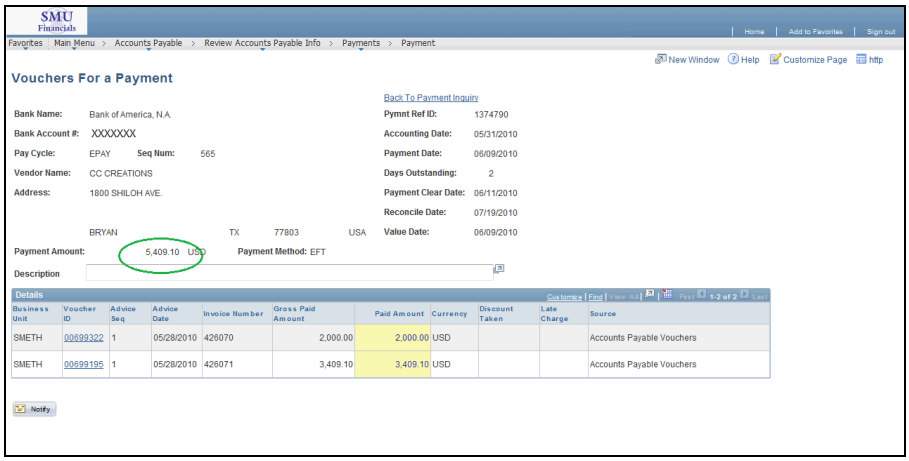
Step	Action
7.	Enter the desired information into the **Payment start date** field.
8.	Enter the desired information into the **Payment end date** field.
9.	To search for a Vendor, click the **Look up Remit Vendor** button.



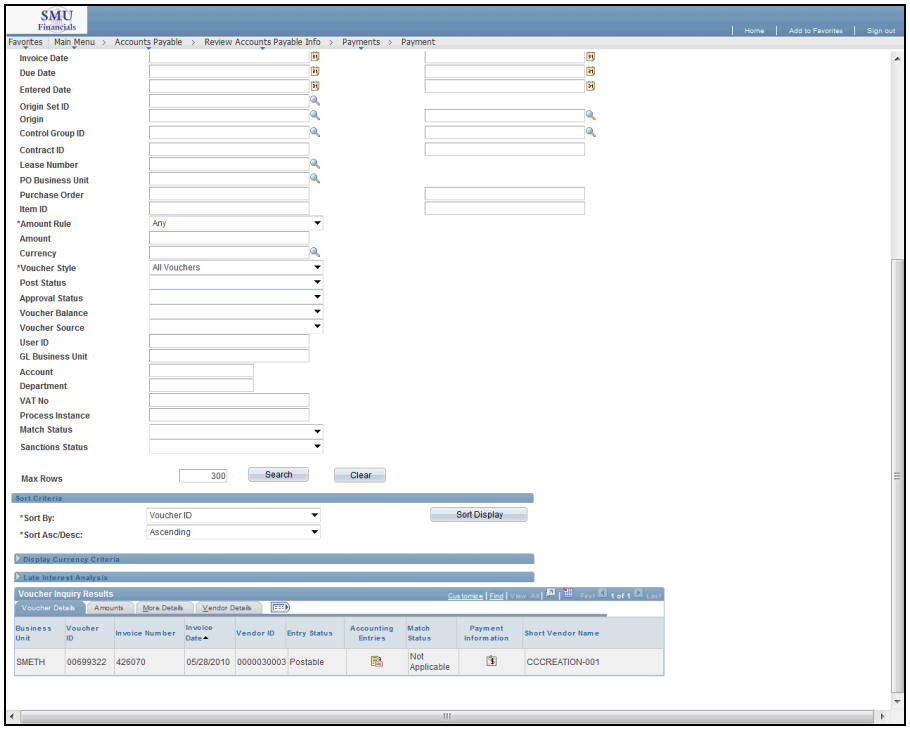
Step	Action
10.	Click the **Search by:** drop down list and select **Name 1**. Name 1
11.	Enter the Vendor Name into the **begins with** field.
12.	Click the **Look Up** button. Look Up
13.	Click the **Vendor Name 1** link.
14.	Click the **Search** button. Search



Step	Action
15.	If more than one result displays, select the appropriate **Payment Reference ID** link. Note the **Payment Date, Payment Status, Reconciliation Status** and **Reconcile Date** fields.



Step	Action
16.	Note the above example: The total payment amount is $5409.10. This payment reflects a combined payment from two different vouchers that were submitted.
17.	For more information on a voucher, click the **Voucher ID** link.



Step	Action
18.	You have now navigated to the Voucher Inquiry Page. Should you desire further accounting entry information, click the **Accounting Entries** button.
19.	**End of Procedure.**

Journal Entries

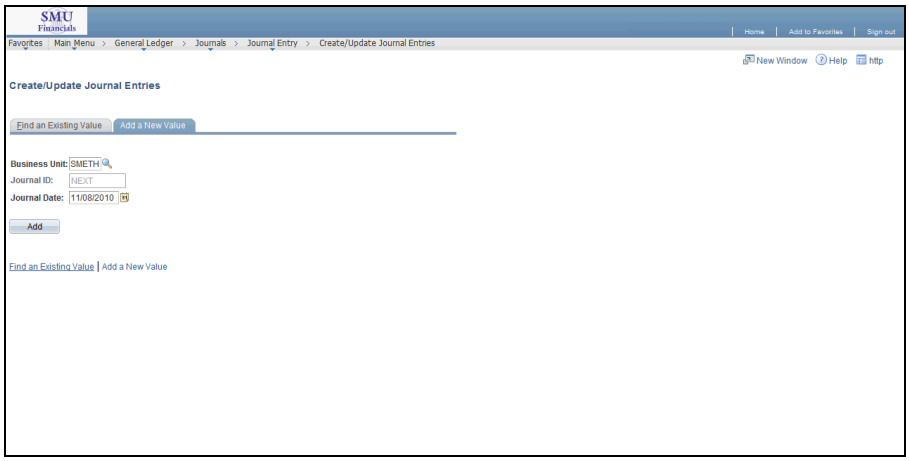
Preparing to use Journal Entries: Hiding Columns

Procedure

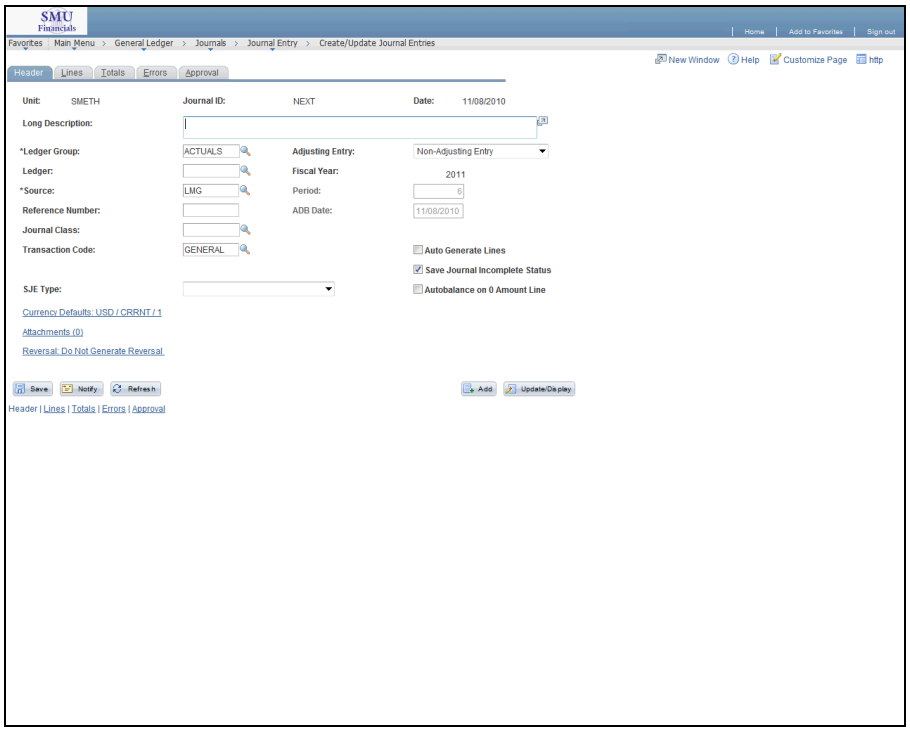
This topic will demonstrate how to personalize your page columns to adjust your Journal Entry Page View to allow for less scrolling.

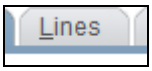
Step	Action
1.	Click the **Main Menu** button.
2.	Click the **General Ledger** menu.

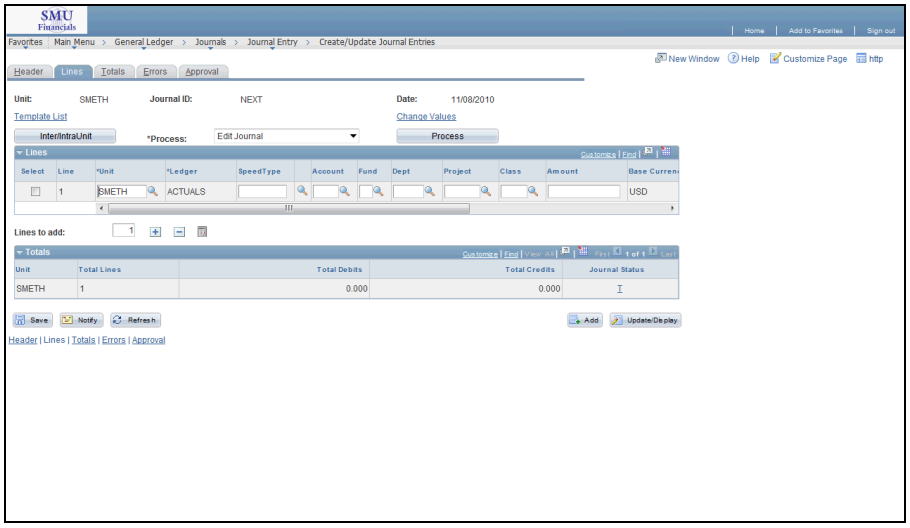
Step	Action
3.	Click the **Journal Entry** link. Journal Entry
4.	Click the **Create/Update Journal Entries** link. Create/Update Journal Entries



Step	Action
5.	Click the **Add** button. Add



Step	Action
6.	Click the **Lines** tab. 

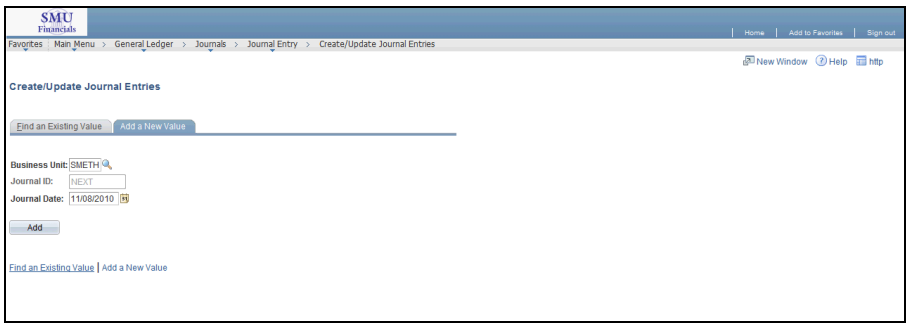


Step	Action
7.	Click the **Customize** link. Customize | F
8.	Click the ***Unit** list item. *Unit
9.	Check the **Hidden** option.
10.	Click the ***Ledger** list item. (Only if you do not have access to the Budget Ledger.) *Ledger
11.	Check the **Hidden** option.
12.	Click the **SpeedType** list item. SpeedType
13.	Check the **Hidden** option.
14.	Click the **Base Currency** list item. Base Currency
15.	Check the **Hidden** option.
16.	Click the **Preview** button to ensure you do not need to remove any additional columns. Preview
17.	If needed, hide additional columns as described in the previous steps. Click the **OK** button to save. OK
18.	**End of Procedure.**

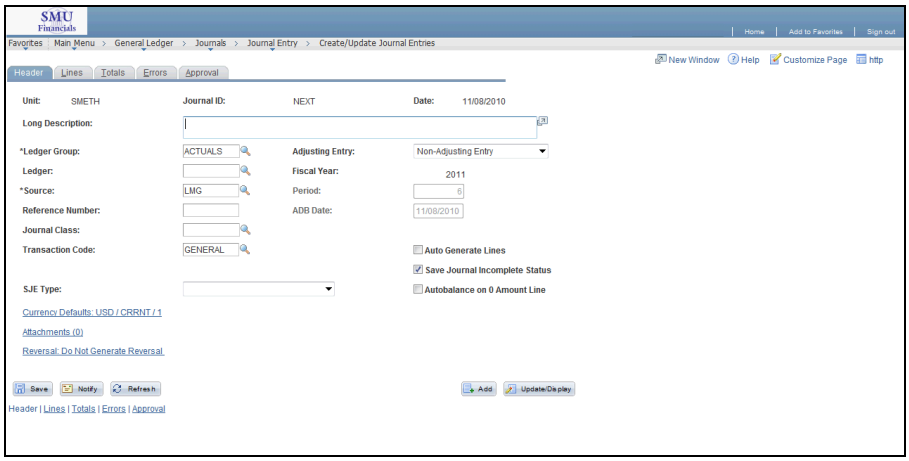
Creating Journal Entries

Procedure

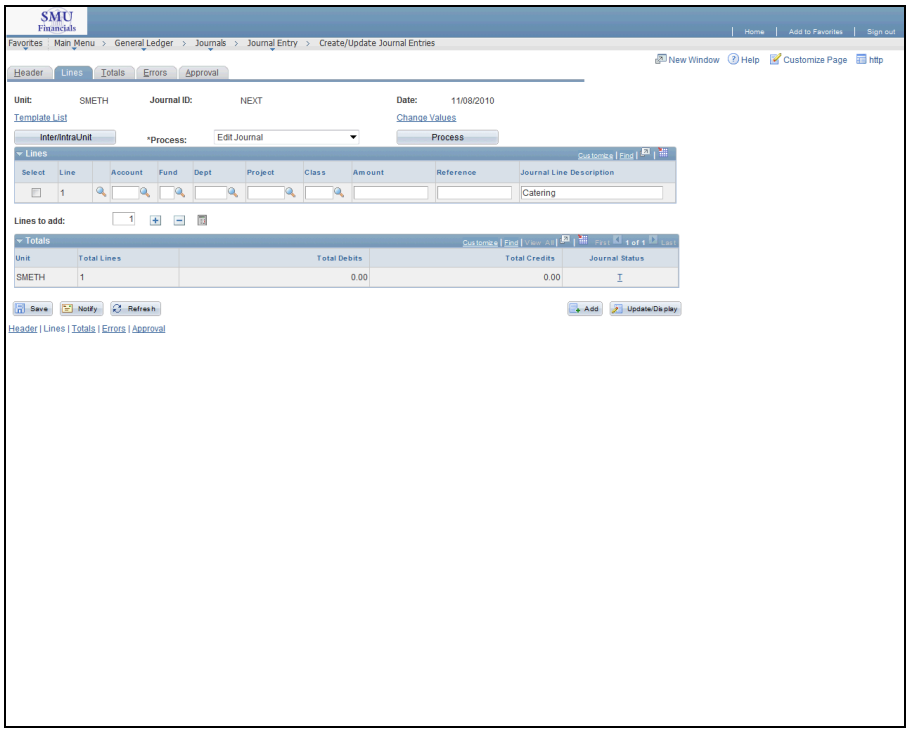
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **General Ledger** menu. General Ledger
3.	Click the **Journal Entry** link. Journal Entry
4.	Click the **Create/Update Journal Entries** link. Create/Update Journal Entries
5.	The **Journal Date:** will default to the date that you are creating the JE. This is the only field that can be edited on this panel. The date of the journal entry must be a valid date for the period to which it will be posted. At times, your journal entry may need to be back dated. A journal will not post to an accounting period that has been closed, but you can enter and edit a journal with a future date. It will not be posted until the accounting period in which the date falls becomes the current period. The system will assign a **Journal ID** when the journal is saved.
6.	*What date is the cut-off for entering transactions for this month? How can I find this information each month?* Financial Systems Support (FSS) typically announces month-end dates and schedules in an e-mail to the fsuser mailing list approximately 5 - 7 business days prior to the end of the month. To subscribe to fsuser, send an email to join-fsuser@list.smu.edu. Leave all other fields blank or your request will not process.



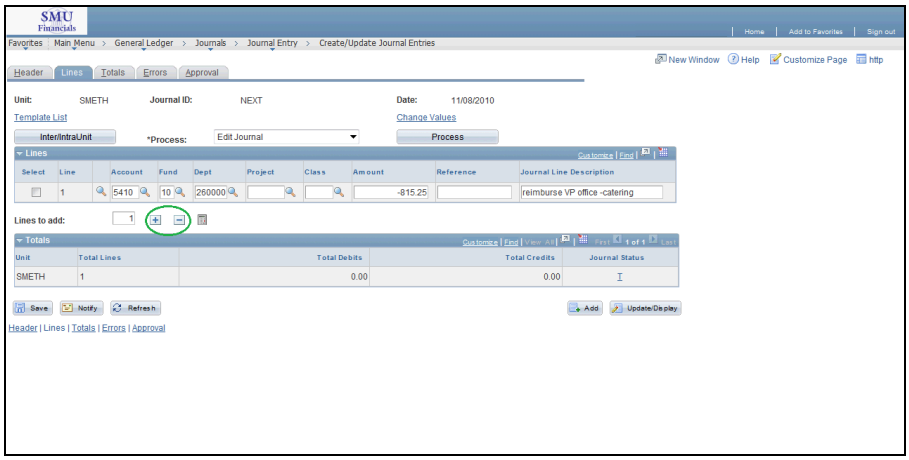
Step	Action
7.	Click the **Add** button. Add



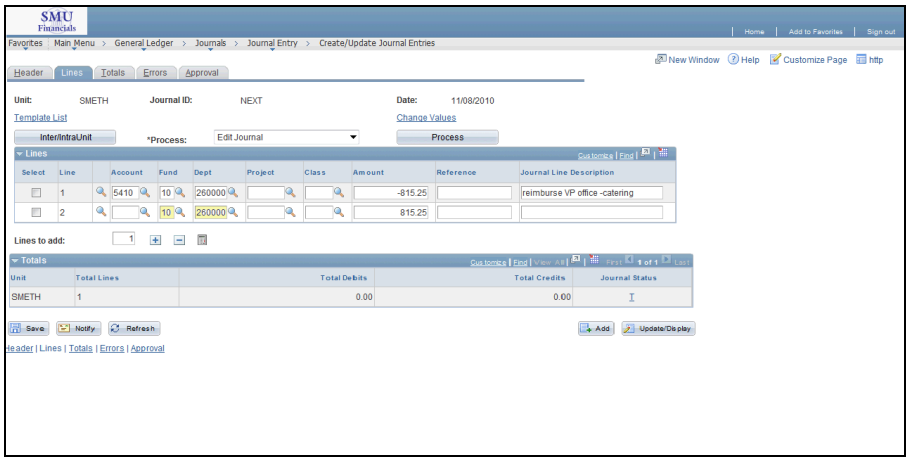
Step	Action
8.	Enter the desired information into the **Long Description** field.
9.	Attachments may be added to your journal entry. See the **Adding Attachments** topic for more information.
10.	Click the **Lines** tab.



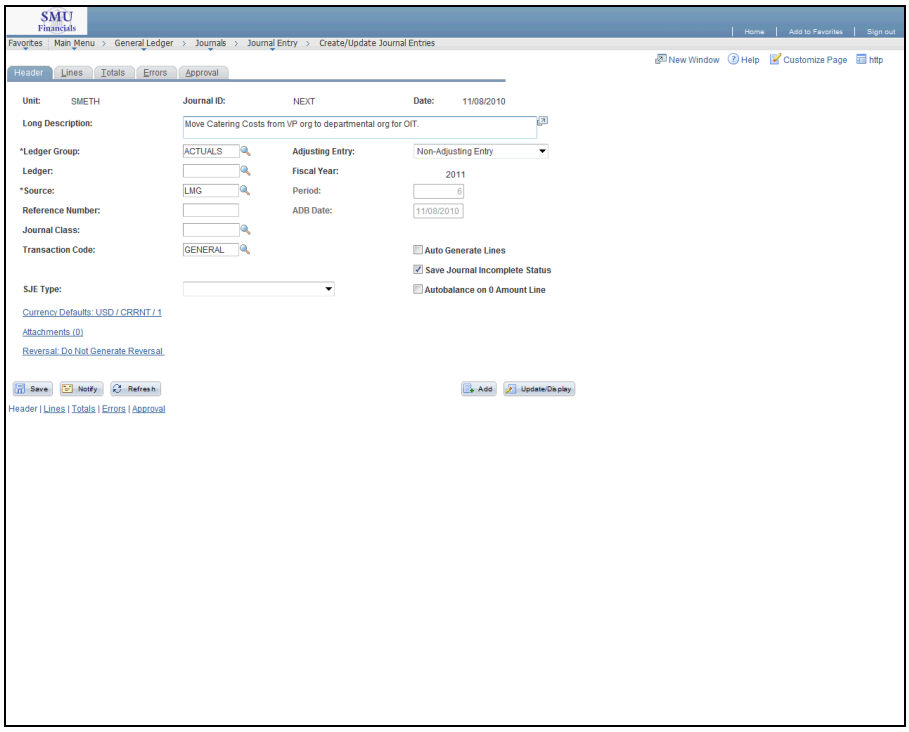
Step	Action
11.	**Using the Look Up Button:** At any time you can use the look up button to search for the Account, Fund, Dept (org), Project or Class fields. (This is especially helpful if you have turned off the type ahead feature.) To search, select the desired field and click the **Look Up** button.
12.	You can use the available fields to narrow down your search. In addition, the first 300 search results are displayed and can be selected.
13.	Once you have entered the desired criteria, click the **Look Up** button.
14.	Click the **desired** search result.
15.	The field you selected will automatically be populated.
16.	**Entering Journal Line information:** The minimum required fields for each JE transaction are **Account, Fund, Dept,** and **Amount**. Other fields such as the Project or Class codes may be needed. Check with your Financial Officer if there are project codes or subclass codes that are used for your dept only. For further information on sub-classes (travel subclass and university-wide sub-classes) visit http://smu.edu/controller - click on "Quick Links"
17.	Enter the desired information into the **Fund** field.
18.	Enter the desired information into the **Dept** field.
19.	Enter the desired information into the **Project** and **Class** fields if needed.
20.	To increase **Revenue** accounts, enter ' - ' (minus) before the amount. To increase **Expense** Account enter the amount. (No +/- signs are needed.) Enter the amount of the transaction into the **Amount** field.
21.	Type any relevant information into the **Reference** field. This is an FYI field only.
22.	You can use the **Journal Line Description** field to provide more detail on your transaction. If you choose not to enter a description the system will populate the account code description automatically. Enter the desired information into the **Journal Line Description** field.



Step	Action
23.	**Adding or Deleting Rows:** You can add additional rows by entering the number of rows to be added and clicking on the "+" button. To delete a row, check the desired row and click the "-" button. **Example:** One thing to note, if you were to delete row 3 and later realize you needed to add a row it would continue adding the next number sequentially - row 4. Thus, your journal entry would have lines 1, 2, and 4. (Row 3 would not be repopulated.)
24.	Click the **Add a row "+"** button as needed.



Step	Action
25.	Notice when entering the second line the **Fund** and **Dept** fields populated from the previously selected values. In addition, the system entered the appropriate amount to keep this journal in balance. Be sure to verify these values. Change as needed.
26.	Enter the desired information into the **Account** field for line 2.
27.	Verify the **Fund** displayed.
28.	Verify the **Dept**. Change as needed. (To change a field highlight the field and press the delete key.) Enter the desired information into the **Dept** field.
29.	Adjust the **Amount** field as necessary.
30.	Enter the desired information into the **Journal Line Description** field.
31.	**Using the Calculate Feature:** At any time during the journal entry process you can calculate if your debits and credits are in balance. To do so, click the **Calculate Amounts** button.
32.	Click the **Save** button. Save
33.	Your journal is saved and a journal ID has been assigned. Click the **OK** button. OK
34.	Verify that **Edit Journal** is selected. Click the **Process** button. Process
35.	The **Journal Status** should change from "T" (temporary) to "V" (valid). Once your Journal status indicates "V", you have completed the process. A nightly process will be run by Financial Accounting to further process your journals into the system. **Note:** Should the **Journal Status** indicate "E" (errors), see the **Resolving Journal Errors** topic.



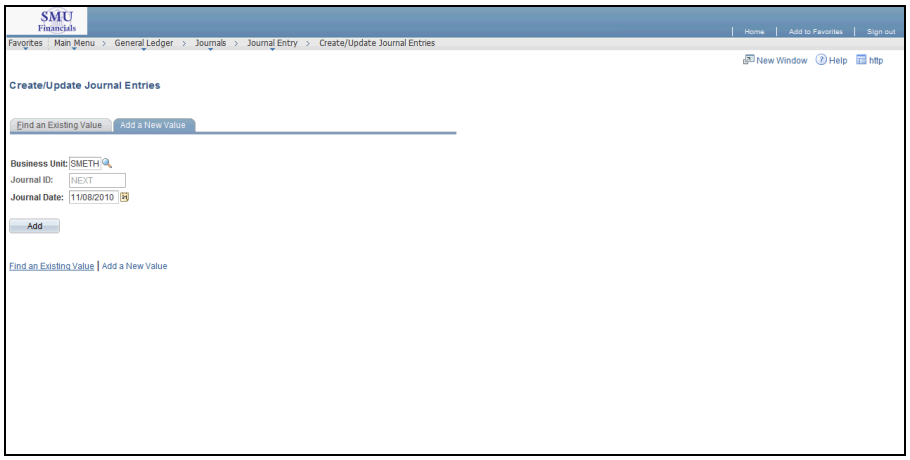
Step	Action
36.	**End of Procedure.**

Adding Attachments to Journal Entries

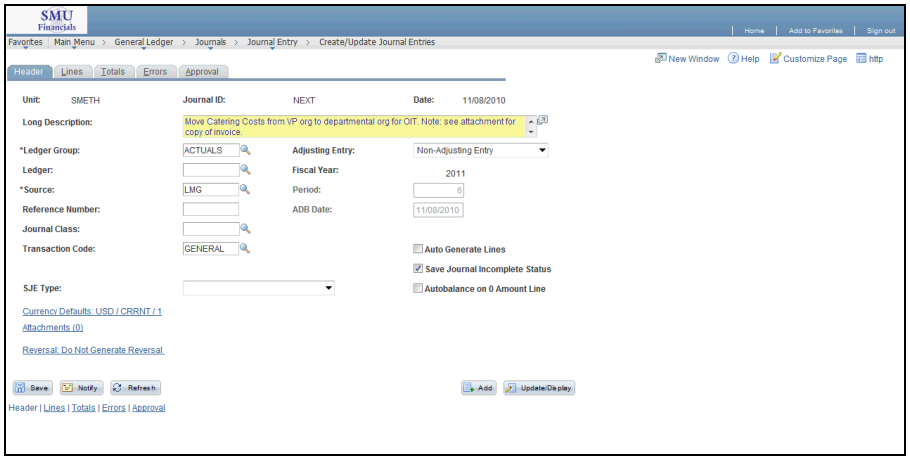
Procedure

When creating a journal entry you can upload an attachment as a reference.

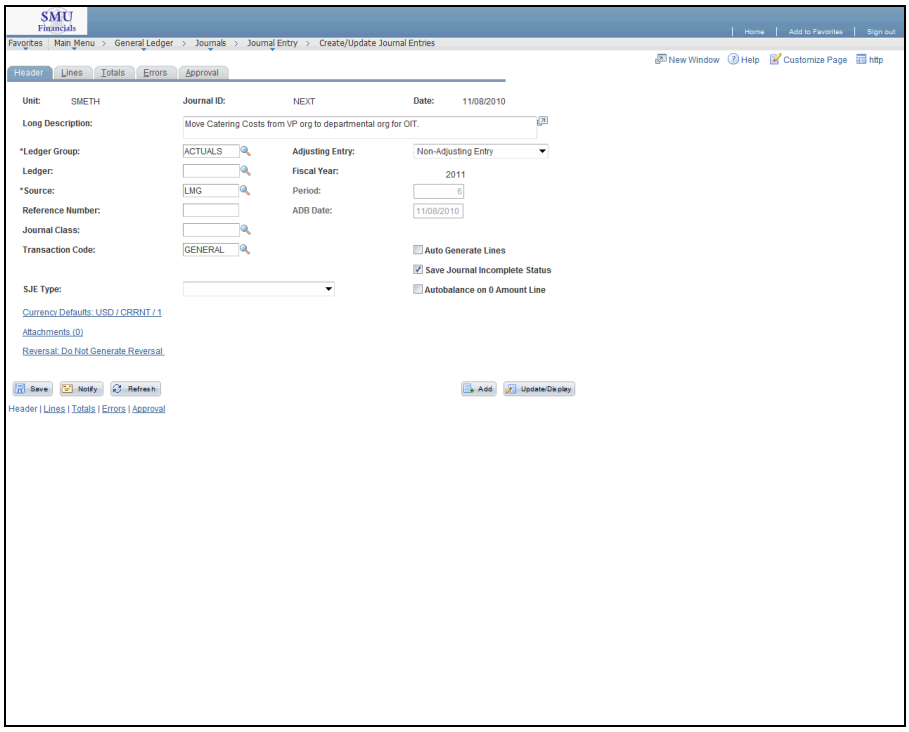
Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **General Ledger** menu. General Ledger
3.	Click the **Journal Entry** link. Journal Entry
4.	Click the **Create/Update Journal Entries** link. Create/Update Journal Entries



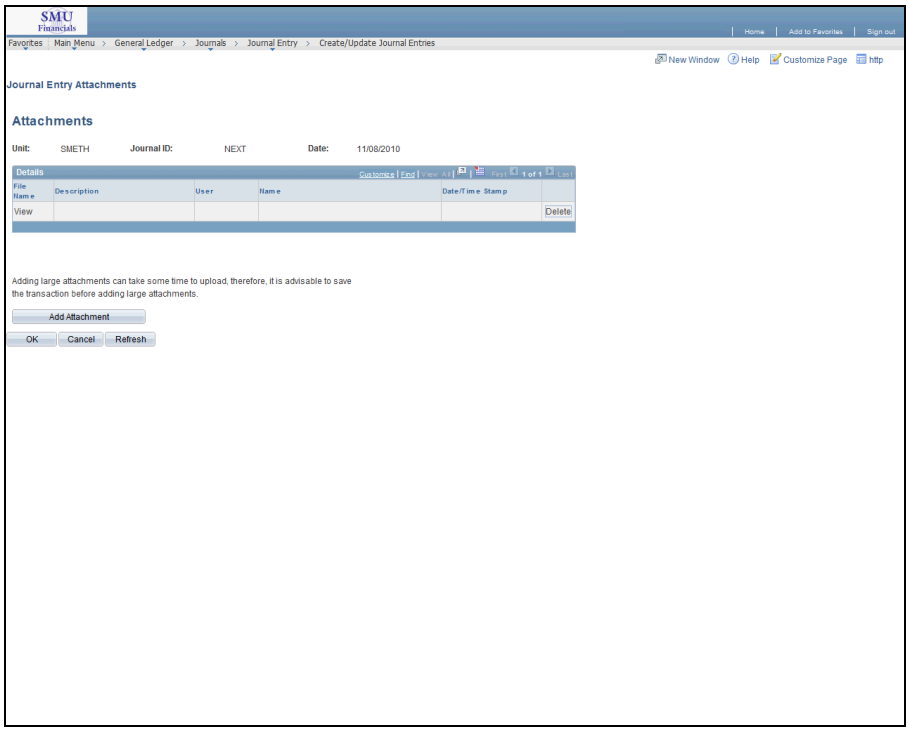
Step	Action
5.	Click the **Add** button. Add



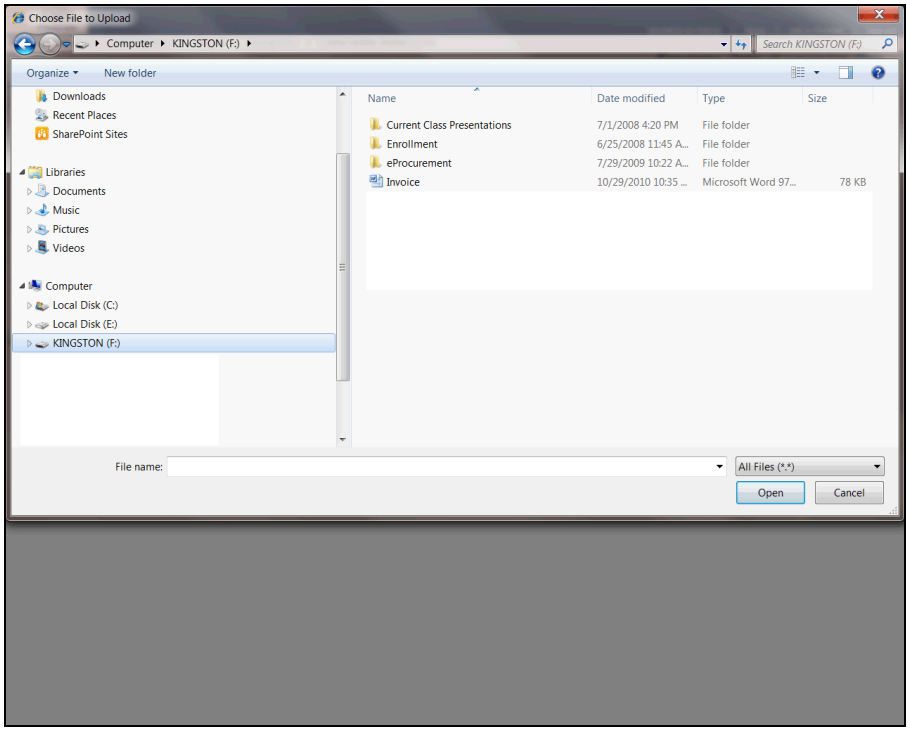
Step	Action
6.	When adding an attachment, it is recommended to put a note in the **Long Description** field that an attachment has been included. This will indicate to other users that an attachment has been added to this journal entry. For instructions on how to view an attachment, see the "Viewing Attachments and Printing Journal Entries" topic.

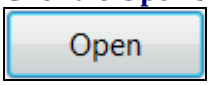


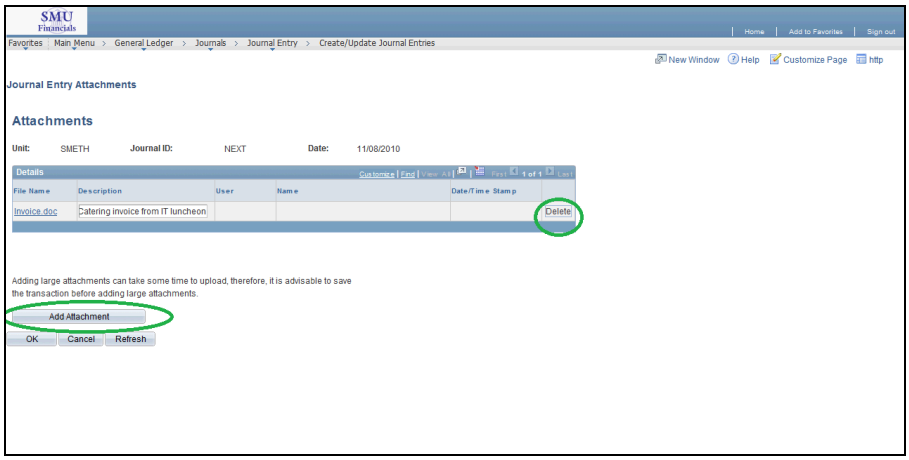
Step	Action
7.	Click the **Attachments** link. Attachments (0)



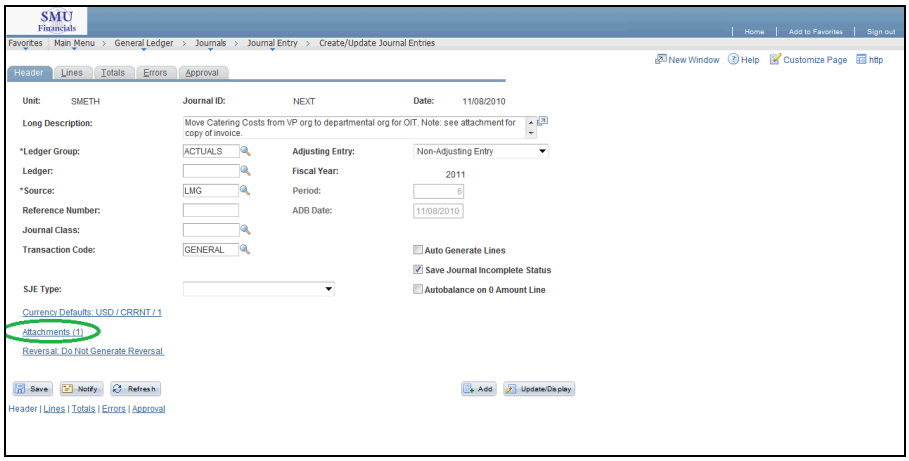
Step	Action
8.	Click the **Add Attachment** button.
9.	Click the **Browse...** button to search for your attachment.



Step	Action
10.	Select the appropriate **File Name.**
11.	Click the **Open** button. 
12.	Click the **Upload** button.
13.	A description may be added to provide further information about a document. If necessary, enter a description into the **Description** field.



Step	Action
14.	Additional Attachments can be added by selecting the **Add Attachment** button and following the same process. To remove an attachment, press **Delete** on the row of the attachment you wish to remove.
15.	Upon completion, click the **OK** button to return to the Header Tab of the Journal Entry Page. OK

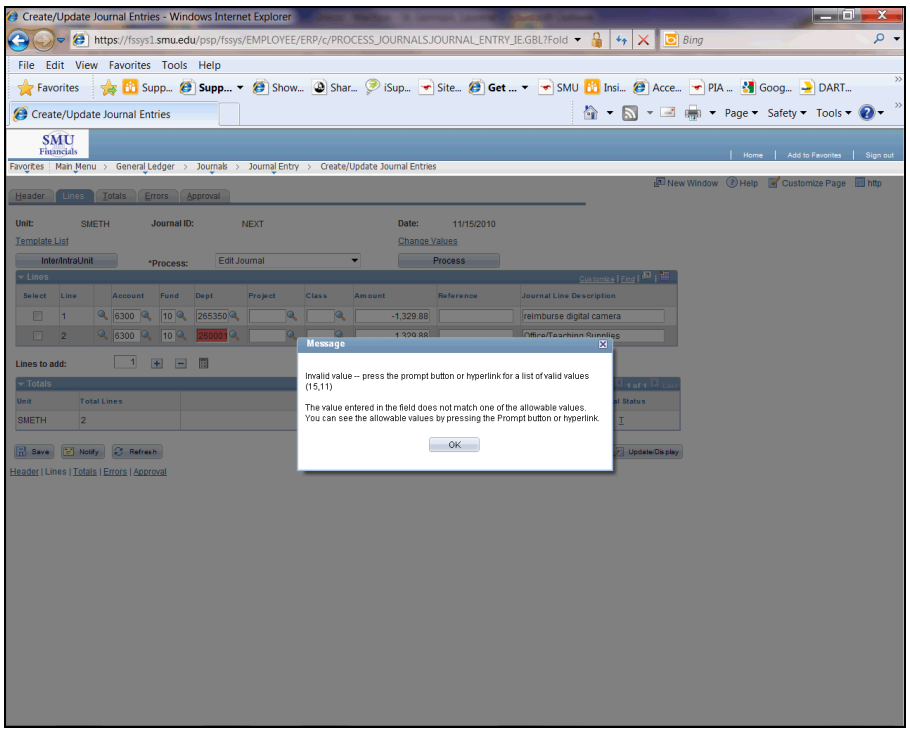


Step	Action
16.	**Note:** The number on the right side of the **Attachments** link will indicate how many attachments are being included in this journal entry.
17.	**End of Procedure.**

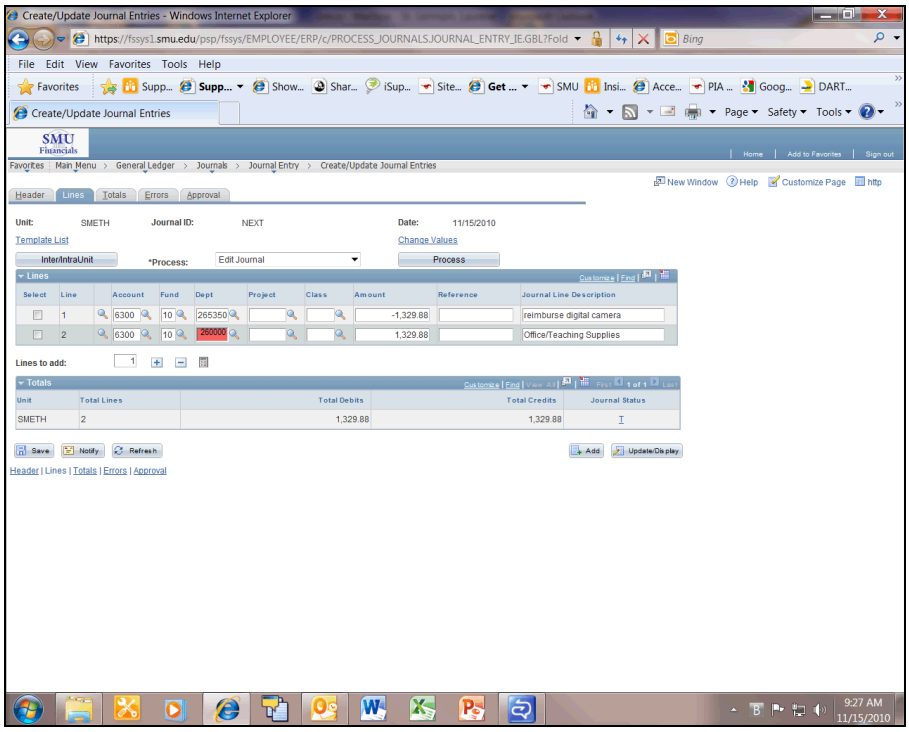
Resolving Invalid Chartfield Errors

Procedure

Step	Action
1.	The system highlights a field in red to indicate an invalid value. When this happens, you are being prompted that an Account, Fund, Dept, Project of Class code does not exist or has been mistyped.



Step	Action
2.	Click the **OK** button.
3.	Highlight the invalid data and press **Delete.**
4.	Verify the correct value, and type it in the appropriate field.

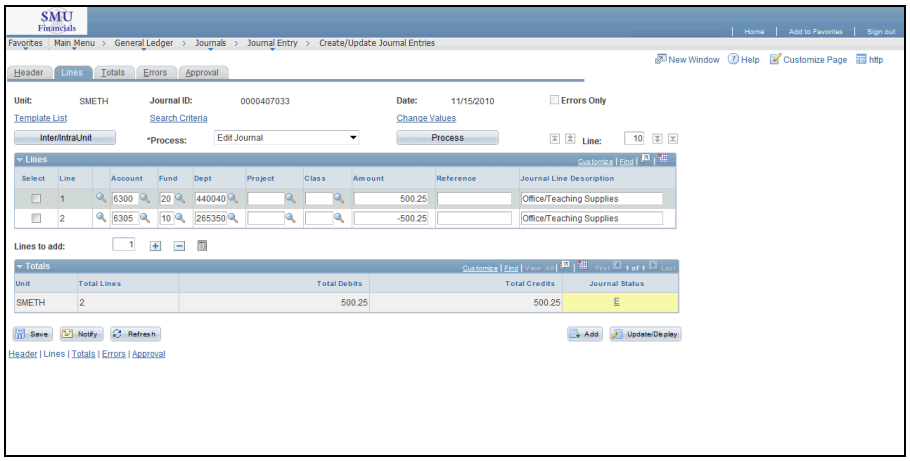


Step	Action
5.	Click the **Save** button. Save
6.	Click the **OK** button. OK
7.	You have successfully resolved the invalid chartfield error. **End of Procedure.**

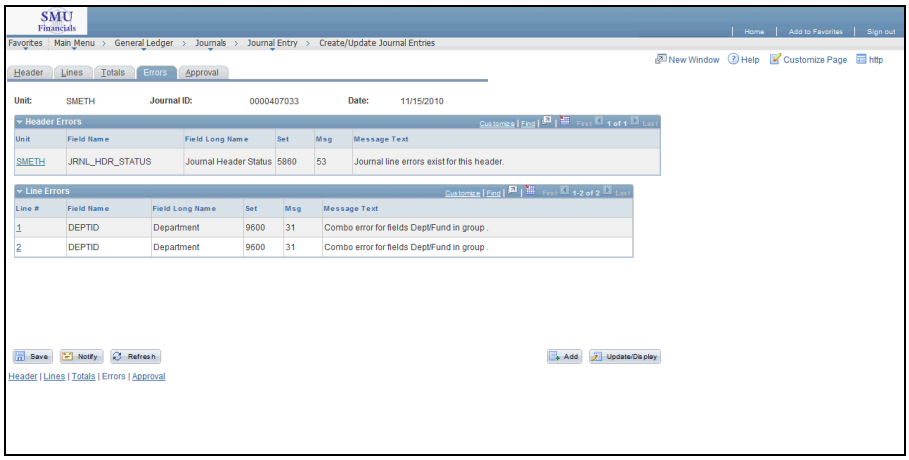
Resolving Journal Edit Errors

Procedure

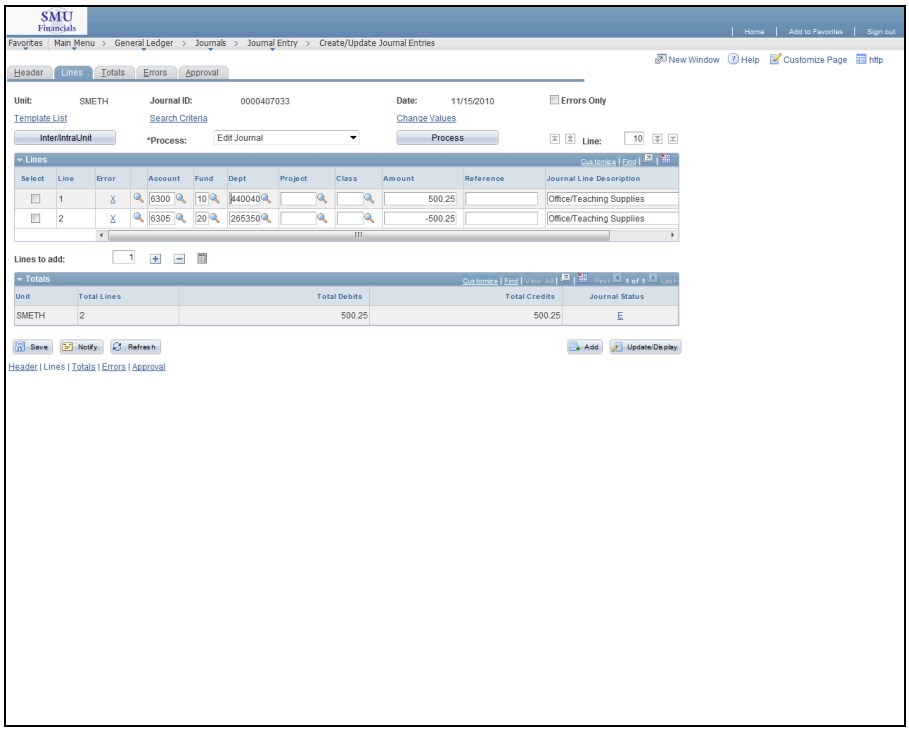
Step	Action
1.	After running the **Edit Journal** process, if the **Journal Status** is "E", you have errors involving the Combo Edit Rules. You should be aware of the following rules: **Combo Edit Rules Made Easy:** Combination Edit rules (Combo Edit rules or Edit Journal rules) are set up to allow only certain chartfields to be used together. If the combination is outside the range of possibilities, the journal will fail the Edit Journal process. 1. Account 1280 requires the use of a 5 digit sub-class code. 2. Orgs beginning with a 5, for example **5**43215, requires the use of a 7 digit Project. 3. Orgs beginning with a 4, for example **4**32154, requires the use of a Fund Code 12 or 20. (You can find a list of those orgs which require a 12 by visiting http://smu.edu/controller/dept_fss/ - Under "Search" click on the "Designated Fund 12 Orgs" link.) 4. Orgs beginning with a 2, for example **2**15432, usually calls for a Fund Code of 10. More detailed information may be obtained by contacting the Controller's Office.



Step	Action
2.	Click the **E** link to retrieve more information about the error. E



Step	Action
3.	You are now on the Errors Tab. Review the **Line #** and **Message Text** field. The message text field indicates that there is a Combination Rule has been violated. (Part of the account, fund, or org.) Click the appropriate **Line #** link. 1
4.	Resolve the error by typing the correct account-fund-org combination.

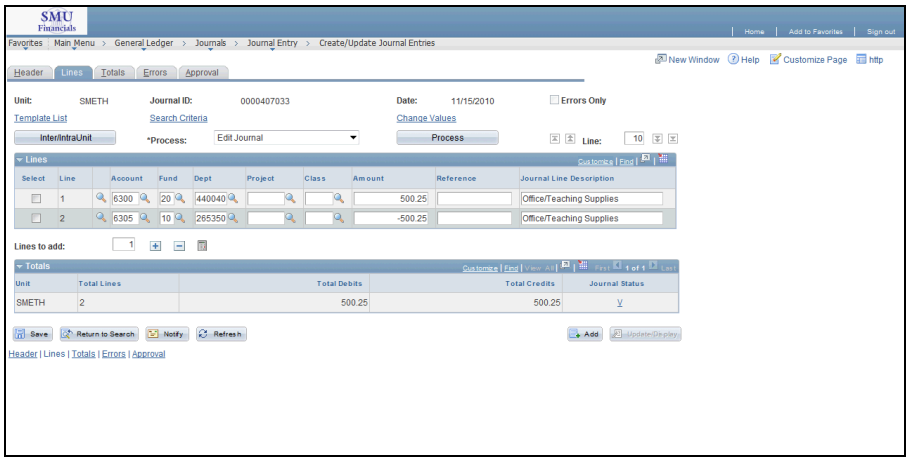


Step	Action
5.	Run the Edit Journal by clicking the **Process** button. Correct any remaining errors. Continue running the Edit Journal process until the **Status** is **Valid.** A **'V'** will be displayed under **Journal Status** in the lower part of the page. Process
6.	Your journal is saved with the corrected data. Click the **OK** button. OK
7.	The **Journal Status** now indicates **'V'** for valid. All journal errors have been resolved.
8.	**End of Procedure.**

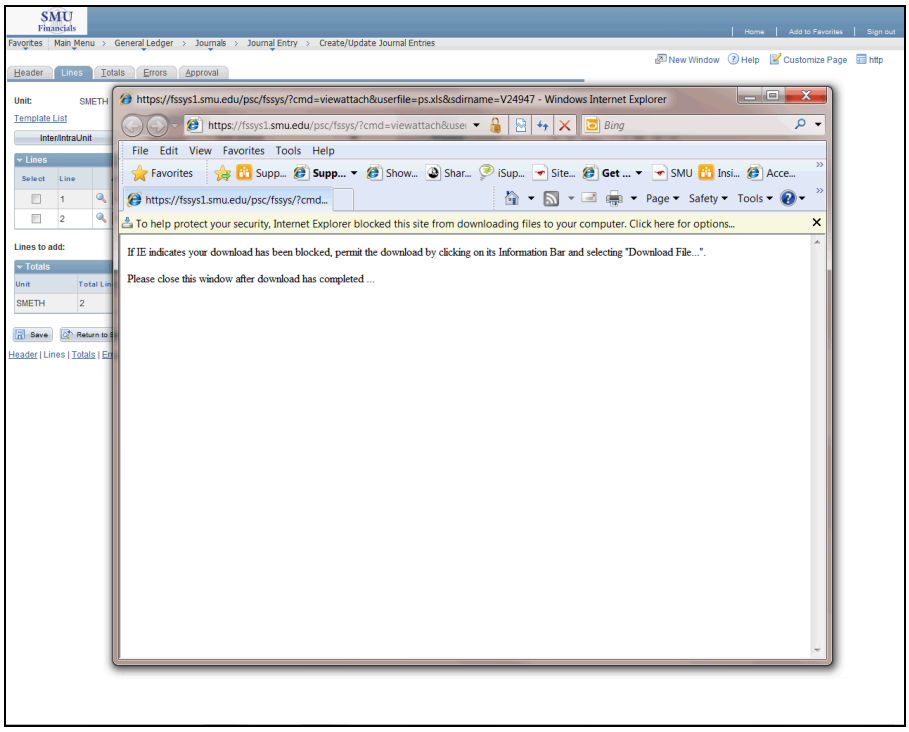
Exporting Journal Entry Data to MS Excel

Procedure

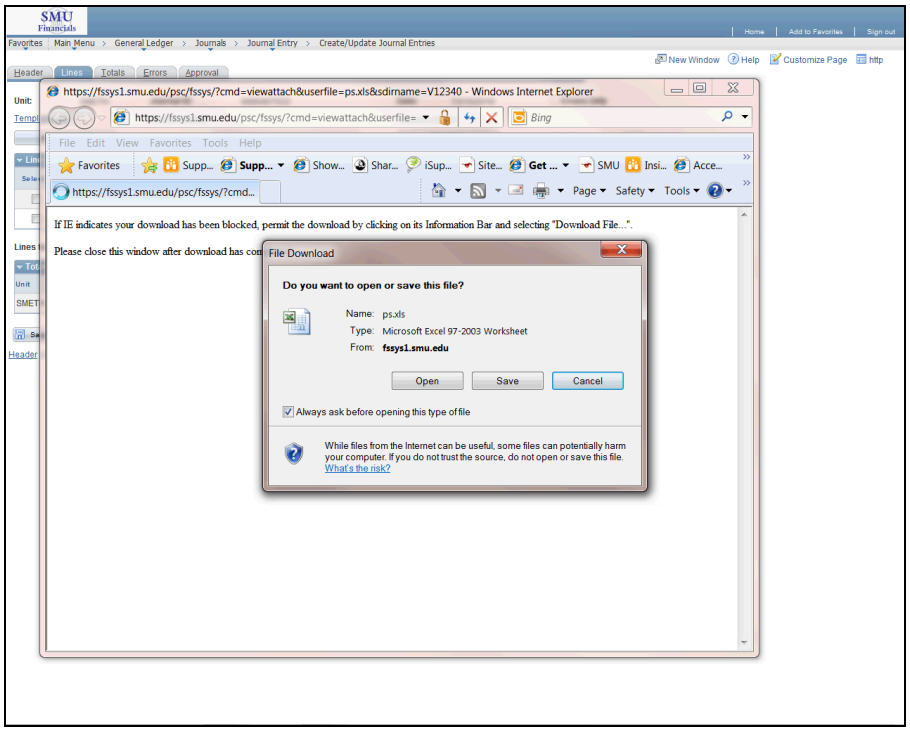
This topic will demonstrate how to take data and export it to Microsoft Excel for saving to a spreadsheet.

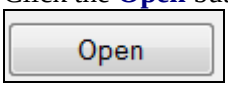


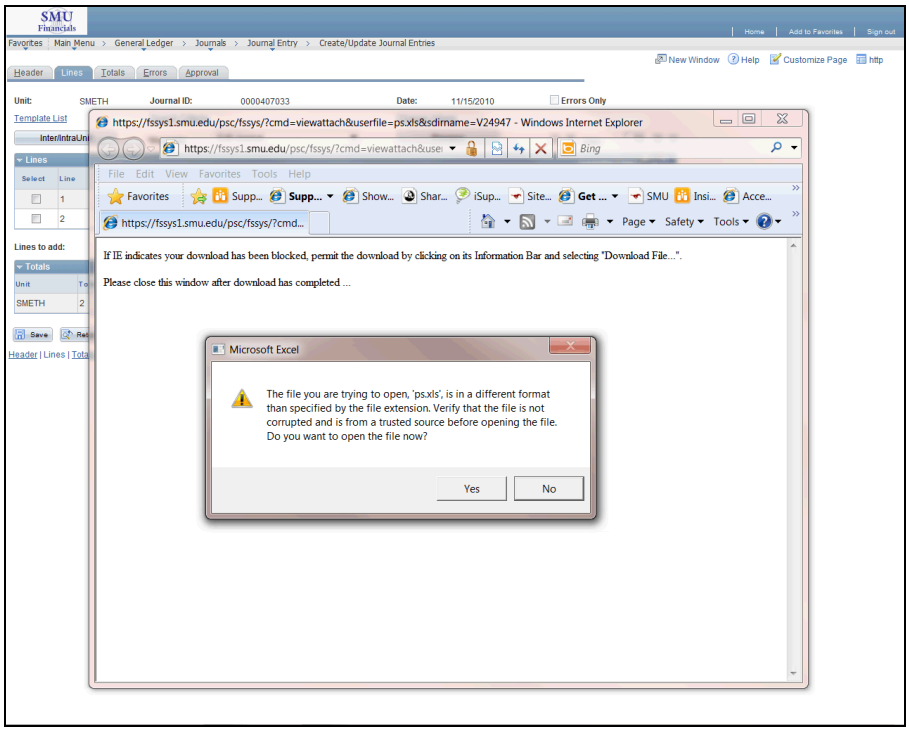
Step	Action
1.	Whenever the spreadsheet icon appears, this indicates that the data below is exportable to MS Excel. Click the **Spreadsheet** button.

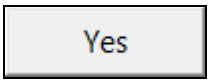


Step	Action
2.	If you receive a security warning, click the **Click here for options...** alert.
3.	Select the **Download File...** menu. Download File...



Step	Action
4.	Click the **Open** button. 

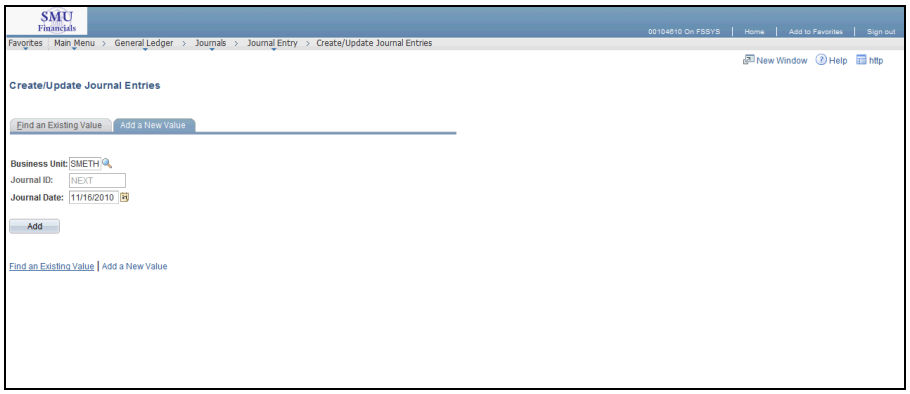


Step	Action
5.	You may be prompted to verify that this file is from a trusted source. Click the **Yes** button. 
6.	You have now exported your data to Excel. **Note:** Should you desire to save the Excel file, change the Save as type to Excel workbook. When finished, click the **Close** button.
7.	Be sure to look for the spreadsheet icon for other areas within SMU Financials to export data. **End of Procedure.**

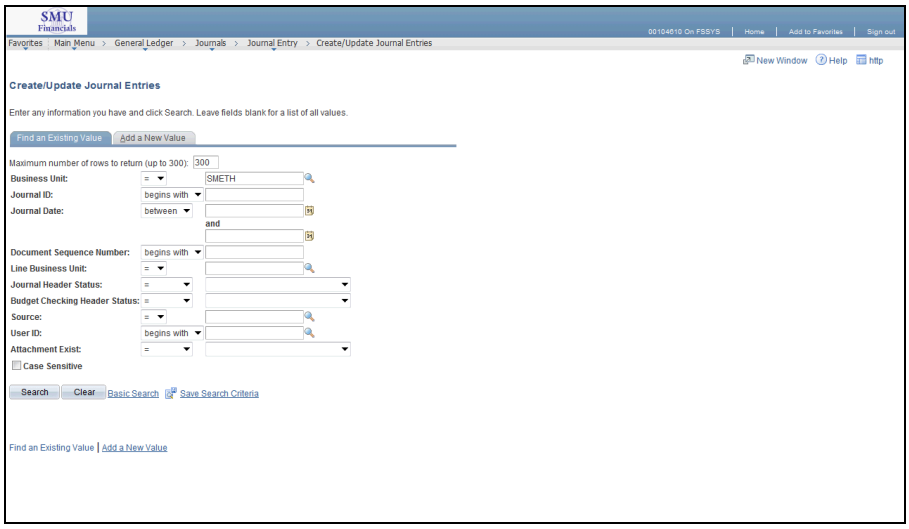
Searching for Existing Journal Entries

Procedure

Step	Action
1.	Click the **Main Menu** button. Main Menu
2.	Click the **General Ledger** menu. General Ledger
3.	Click the **Journal Entry** link. Journal Entry
4.	Click the **Create/Update Journal Entries** link. Create/Update Journal Entries



Step	Action
5.	Click the **Find an Existing Value** tab. Find an Existing Value
6.	Your default source code and **User ID** (SMU ID) will display. These can be overwritten if you desire to look for a JE by a different author. **Note:** Should you press the **Clear** button at any time, you will need to repopulate the **Business Unit:** with SMETH. <u>This is a required field.</u>
7.	A variety of search criteria can be used when retrieving a journal entry. If known, enter the **Journal ID:**.
8.	To search for a journal entry based on a date range, click the **Journal Date** drop down list and select **between**. between

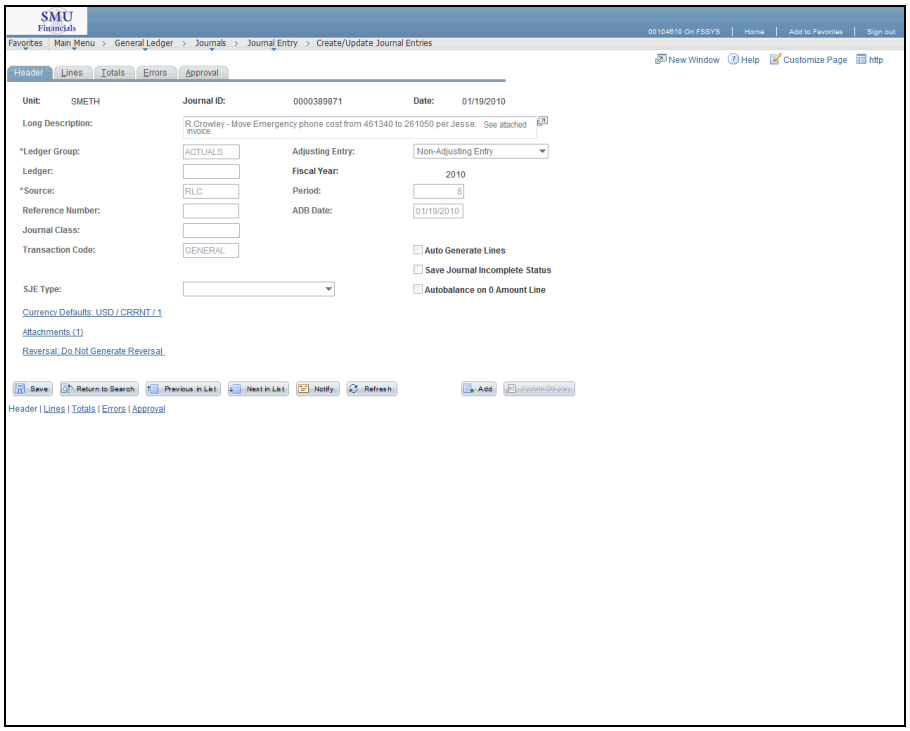


Step	Action
9.	Enter the desired information into the **Journal Start Date**: field.
10.	Enter the desired information into the **Journal End Date:** field.
11.	**Important Note:** Clear the **Journal Header Status**: by clicking on the corresponding drop-down list and selecting the empty value.
12.	If you know the source code of the author of the JE you want to retrieve, enter it into the **Source** code field. You can search for a source code by clicking the **Look Up** (magnifying glass) button and entering your desired criteria.
13.	You can also search by entering an SMU ID into the **User ID** field. **Hint:** Remember that your **Source** and **User ID:** will default. If you are entering a **Source** for a different author be sure that you have deleted your ID from the **User ID:** field.
14.	One you have entered the desired criteria, click the **Search** button. Search
15.	Your search results are displayed. You can click on any of the header fields below to search by a journal date, amount, etc. The header also displays information if an **Attachment Exists**. (For instructions on viewing attachments see the "Viewing Attachments and Printing Journal Entries" topic.)
16.	Select the desired **journal**.
17.	The desired journal entry displays.
18.	**End of Procedure.**

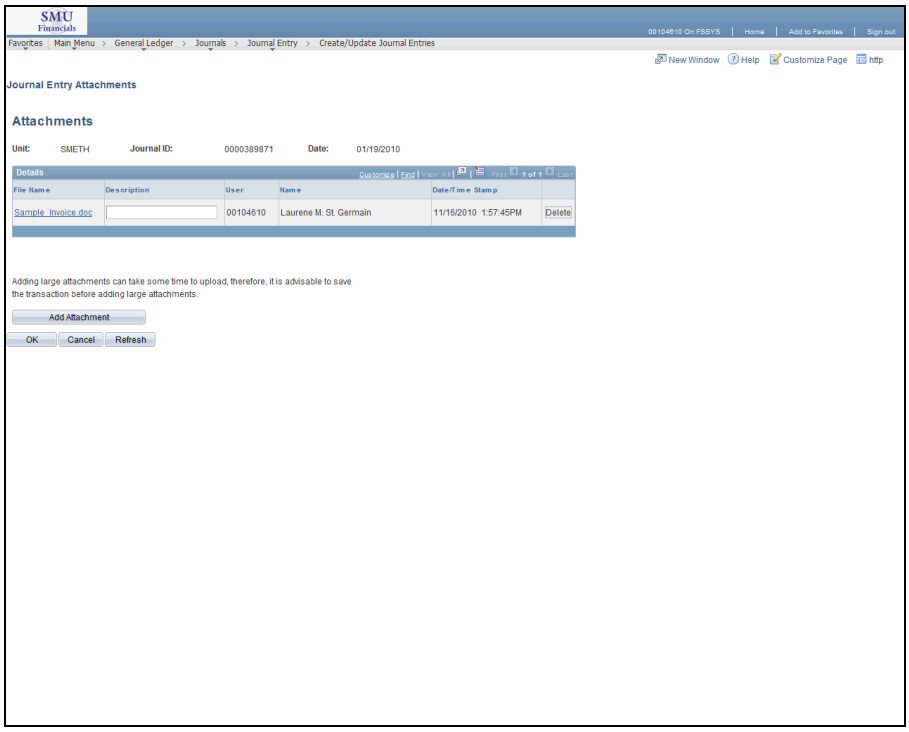
Viewing Attachments and Printing Journal Entries

Procedure

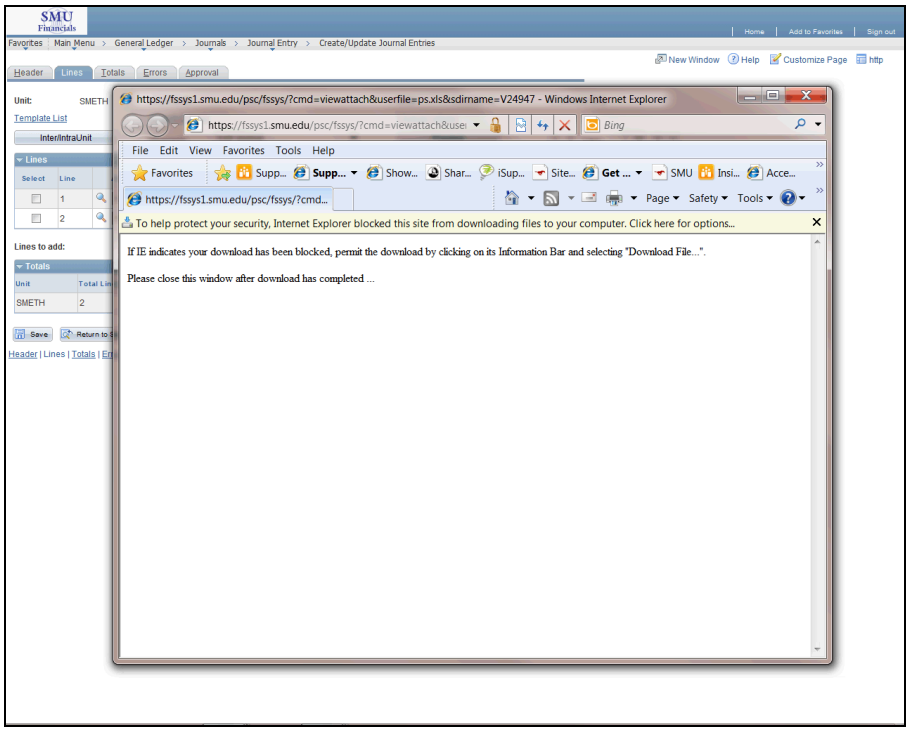
Once you have retrieved a desired JE, you can view attachments and print journal entries.



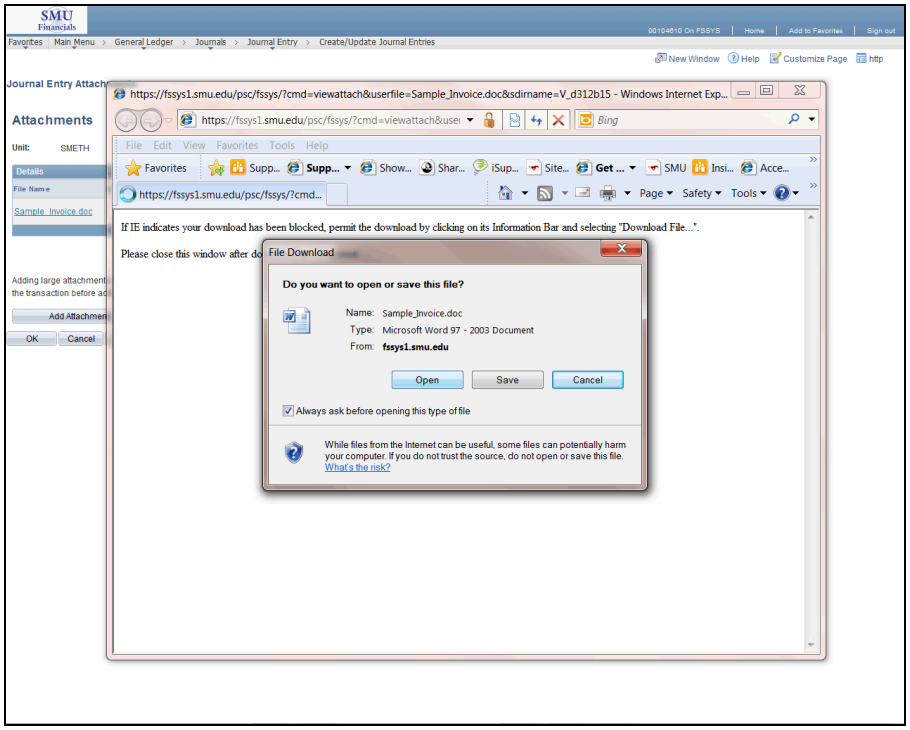
Step	Action
1.	**View Attachments:** If the **Attachments** link has a number next to it, there is an attachment available for your to view. Click the **Attachments** link. Attachments (1)



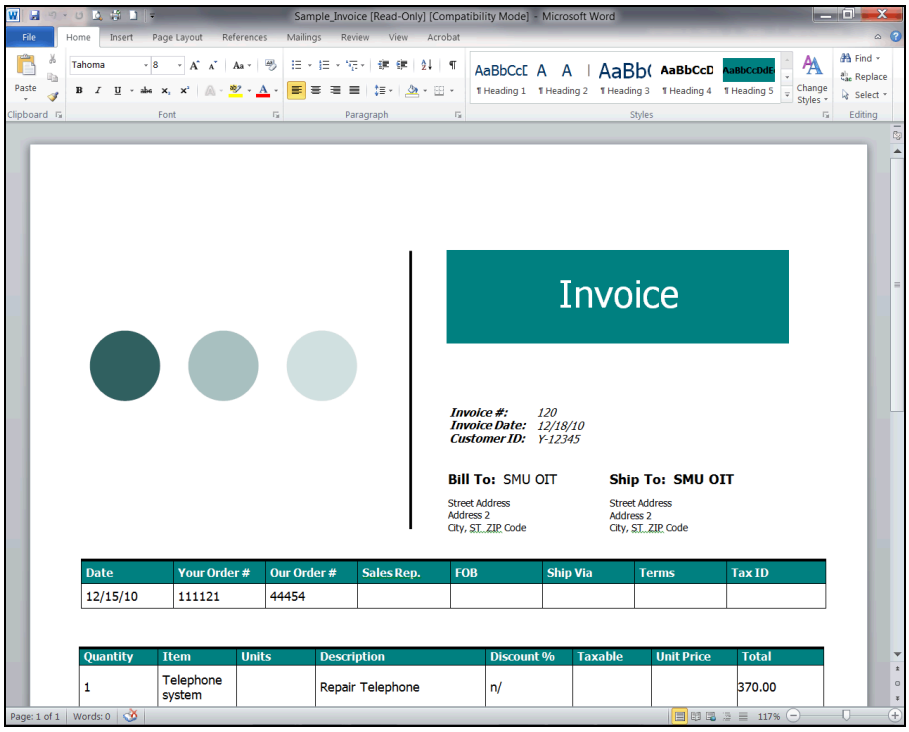
Step	Action
2.	Click the **File Name** link. Sample_Invoice.doc



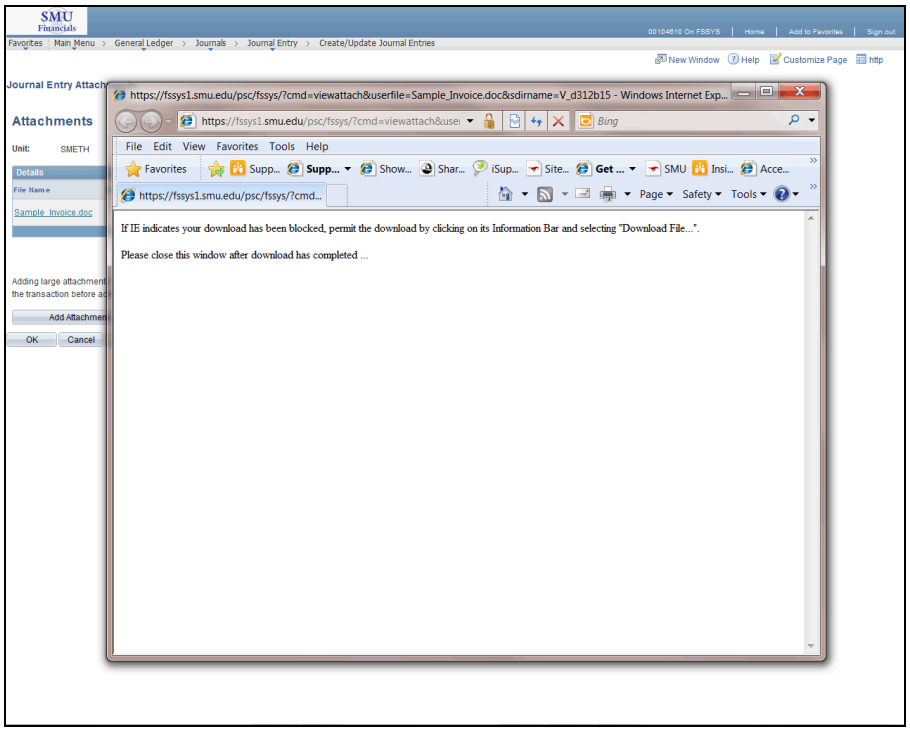
Step	Action
3.	If you receive a security warning, click the **Click here for options...** alert.
4.	Select the **Download File...** menu. Download File...



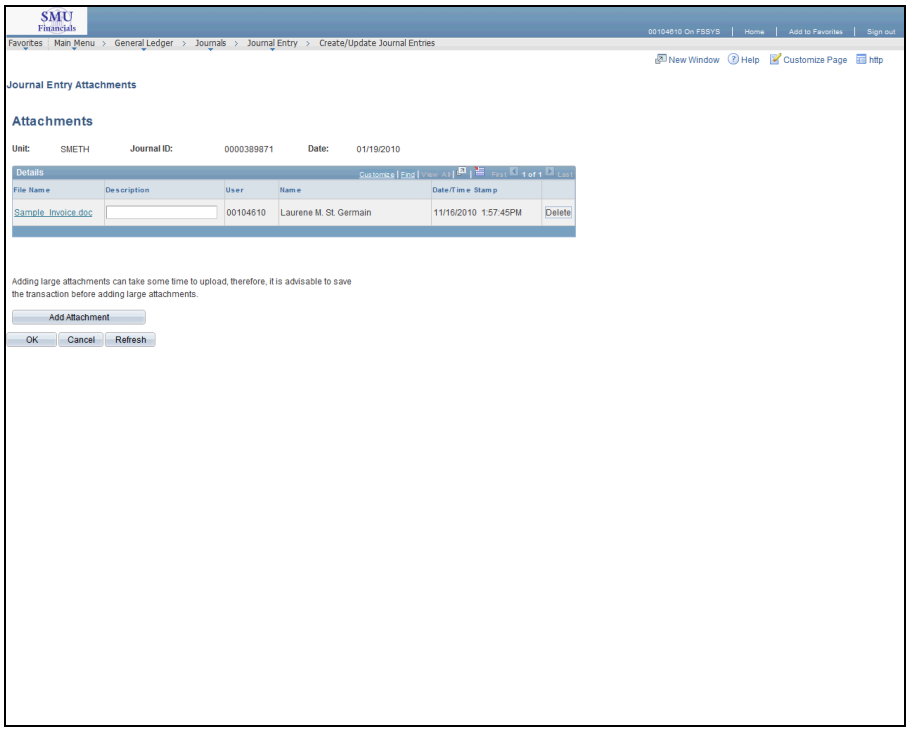
Step	Action
5.	Click the **Open** button. Open



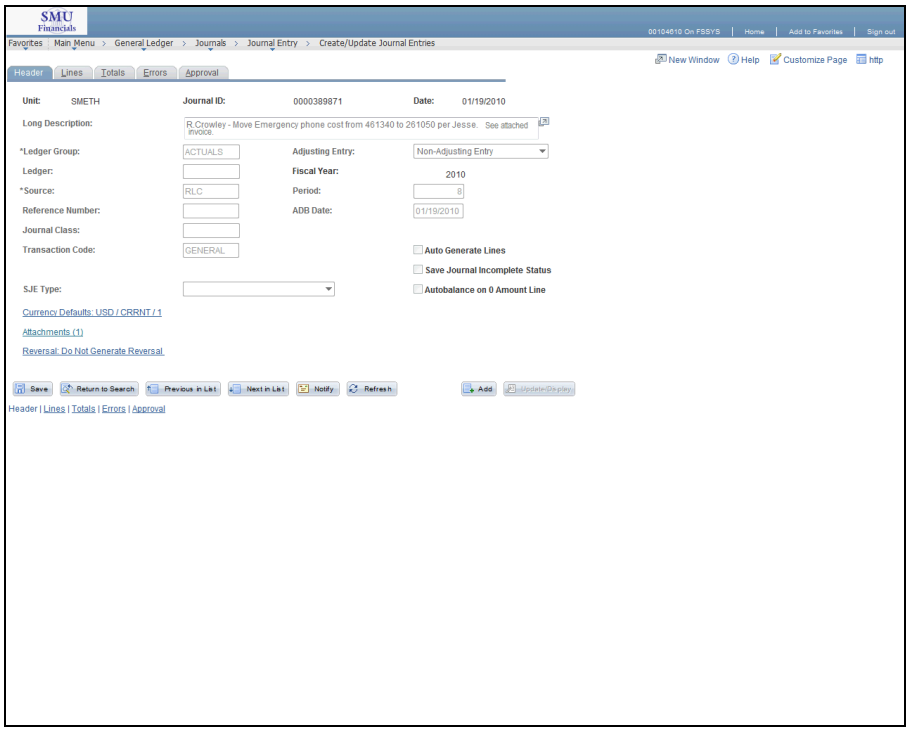
Step	Action
6.	Your attachment is available and can be printed if needed. Click the **Close** button.



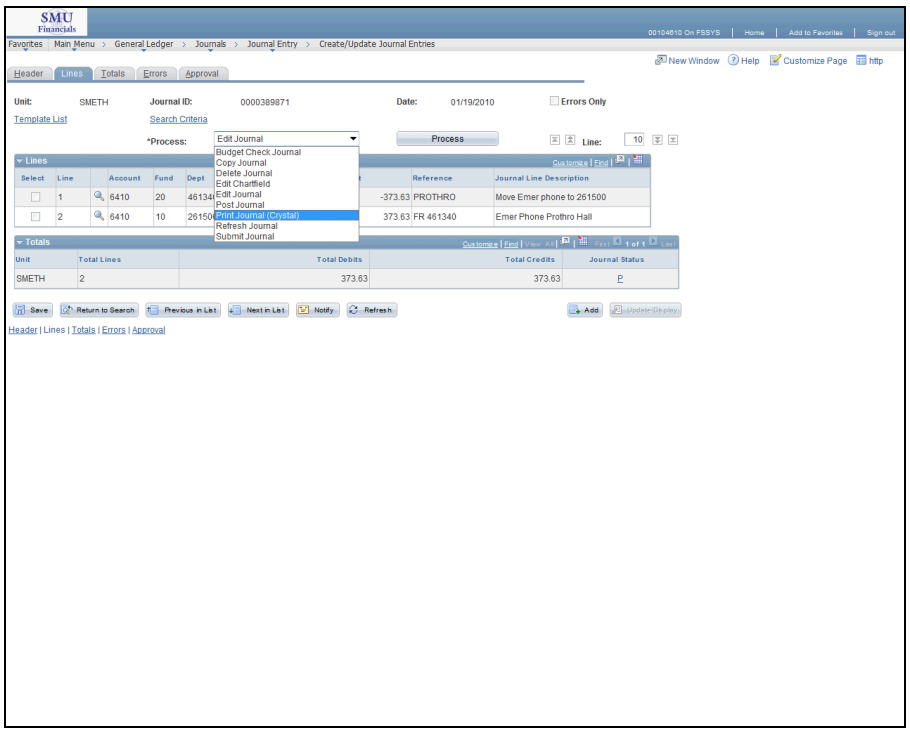
Step	Action
7.	If an additional window remains open, click the **Close** button.



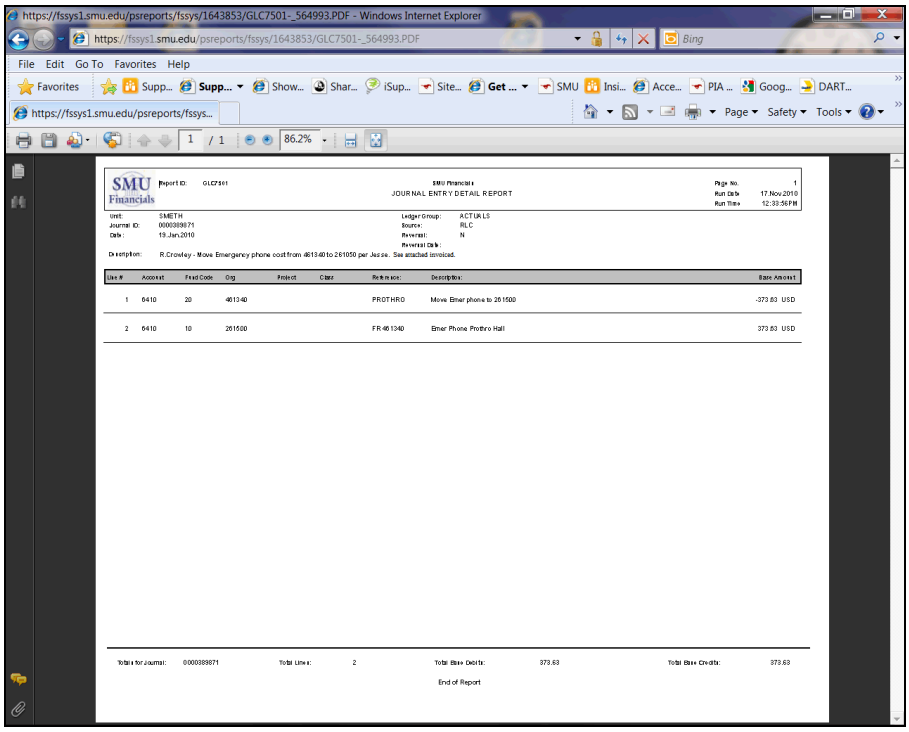
Step	Action
8.	Click the **OK** button to return to the journal entry. OK



Step	Action
9.	**Printing a Journal Entry:** Click the **Lines** tab. Lines



Step	Action
10.	Select the ***Process:** drop down list. Click **Print Journal (Crystal)** from the list. Print Journal (Crystal)
11.	A pop up window will display (be sure that your internet settings allow pop ups from SMU Financials). **Note:** A process will run, the report will display "Queued", "Processing", and "Success. The JE will be displayed as a PDF. Be patient, this process will take a few minutes.
12.	The journal entry is displayed and available to be printed by clicking on the **Print** icon.



Step	Action
13.	Upon completion, click the **Close** button.
14.	**End of Procedure.**